

# Property Accountant Profile

October 2020

**Job Status: Full Time, Salaried**

**Reports to: Director, Property Management**

## SUMMARY

TAS's Property Accountant a foundational role in the asset and property management of 12+ diverse commercial properties across the GTA. Their responsibilities focus on full-cycle accounting and tenant recovery module maintenance. Our ideal candidate will bring ambition, extraordinary attention to detail and financial acumen to their work. This is a great opportunity to gain hands-on accounting experience at a fast-paced, impact-driven community-focused organization.

## SKILLS AND COMPETENCIES

- Relevant post-secondary education and an accounting designation (CPA, CGA, CMA)
- Three to five years of accounting experience, including
  - Strong working knowledge of accounting principles, practices, and their application within property and asset management
  - Exceptional computer skills including advanced Excel knowledge, experience with Yardi considered an asset
- Rigorous attention to detail
- A team player who can also work independently
- Proactive with sound planning, prioritization, and execution skills
- Excellent interpersonal, written, and verbal communication skills
- Curious, collaborative, and approachable
- High level of integrity, ownership, and accountability with the ability to operate with a sense of urgency as required
- Tactful and diplomatic with sound judgement
- Passionate, with a demonstrated interest in city building and/or social impact
- Confident with an authentic and professional style

## ROLES AND RESPONSIBILITIES

- Full-cycle accounting
  - Prepare and review monthly/quarterly/annual reporting, including the preparation of working papers for year-end audit and tax filing processes
  - Monitor cash positions, anticipate deficiencies, and prepare monthly bank reconciliations
  - Monitor and review monthly payables/receivables for accuracy, adjustments/corrections
- Tenant recovery module maintenance
  - Monthly: ensure recovery methodology agreement, prepare operating costs and schedules
  - Prepare annual property and capital budgets
  - Manage quarterly forecasting and variance analysis
  - Track capital expenditures against budget
- Support tenant lease set up and monthly rent roll review process
- Collaborate and coordinate with colleagues across TAS's functional teams
- Deepen personal understanding of TAS's strategy and culture on an ongoing basis. Embody TAS's Culture Code – be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

TAS offers a competitive compensation package including a recently enhanced group health benefits and employee/family assistance programs.

**PROCESS:** Candidates should email their resume and cover letter together in one PDF document to: [careers@tasdesignbuild.com](mailto:careers@tasdesignbuild.com) quoting the position in the subject line. No telephone inquiries. We thank all applicants, however, only those selected for an interview will be contacted.

**ABOUT:** TAS is a mixed-use real estate developer that engages, designs, and invests with intent to build more inclusive, livable cities. We deliver vibrant projects that blend residential, commercial, cultural and community spaces to serve evolving needs for today and tomorrow. Impact and people are at the heart of everything we do. Founded as a custom home builder in 1983, we expanded in the early 2000s and have since delivered five major projects. Our active project pipeline now totals over 5.6 million square feet and includes unique sites across the Greater Toronto Area. We are a proud Certified B Corporation and a founding member of the SVX Social Impact Investment Platform.

[www.tasdesignbuild.com](http://www.tasdesignbuild.com)