



Divisional Controller

Tonko Realty Advisors Ltd. /Redcliff Realty Group is a fully integrated real estate advisory and investment organization providing asset management, development and property management services throughout Canada. Tonko/Redcliff currently manages 56 million square feet of industrial, retail and office properties with a market value of over \$9 billion.

Tonko/Redcliff is in search of a **Divisional Controller** for their Calgary Office who will report to the Snr Vice President - Controller. This position requires a friendly, enthusiastic, customer service oriented individual with excellent communication skills and the ability to multi-task. Requirements for this position are outlined below.

Responsibilities include, but are not limited to:

- Manage the timely preparation and reporting of financial and operating results to clients;
- Oversee the budget and forecasting processes;
- Oversee the preparation of quarterly and year end audit working paper files;
- Assist in the preparation of annual audited financial statements for numerous legal entities;
- Establish and maintain internal controls;
- Work with a team of Divisional Controllers to review and amend accounting policies and procedures;
- Provide leadership and training to the accounting team regarding accounting and reporting standards, policies and procedures;
- Mentor and manage direct reports on a daily basis;
- Provide timely and accurate reporting for a portfolio of properties;
- Offer service excellence to all customers; both internal and external.

Qualifications:

- Accounting designation required such as: CA, CGA or CMA
- Must have a minimum of 5 years of accounting experience with strong technical skills; commercial property management accounting experience would be an asset;
- 3+ years of supervisory experience;
- Experience in providing timely and accurate reports to internal and external clients;
- Proficiency in Excel and Word is a must;
- Excellent oral and written communication skills are essential;
- Organized and enthusiastic individual who has attention to detail and is able to work in a team environment as well as independently;
- Committed to exceptional customer service, every day;
- Eager to share ideas and always look for opportunities to improve our property management services.

Salary is commensurate with experience. A competitive benefits package is also included after three months. The successful candidate will start as soon as possible. Please submit your resume in Microsoft Word format along with your salary expectations to hr@tonko.com or via fax to (403) 228-4899, to the attention of Human Resources.

This position was posted on January 3rd, 2012 and will remain open until a suitable candidate is hired. Although we value all applications, only those selected for an interview will be contacted.