



Accounting Clerk

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 an **Accounting Clerk** for their Edmonton Office who will report to the Director, Property Management, Industrial & Retail. 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:

The successful candidate will:

- Match, batch, code and enter invoices into accounting system;
- Assist in preparation of Month End, Quarter End and Year End reporting;
- Filing;
- Provide back-up coverage to the Receptionist on a rotational basis and;
- Act in a professional manner on the administrative team.

Qualifications:

This position will suit an enthusiastic, learning-focused, detail oriented individual with:

- 1 year of accounting experience;
- 1 year (or more) of post-secondary experience;
- Knowledge of Yardi software is a definite asset;
- Proficient communication skills and excellent computer skills, including proficiency in Microsoft Office Suite;
- Ability to meet deadlines, multi task, strong organizational skills and to work independently or as a team member; and
- Committed to exceptional customer service, every day.

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 6th, 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.