



Property Accountant

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 **Property Accountant** for their Vancouver Office who will report to the Accounting Manager. 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:

- Preparation of quarterly working papers
- Management of quarterly and annual financial reporting packages
- Account reconciliations;
- Variance analysis;
- Budgeting and forecasting for operating and capital budgets;
- Preparation of financial statements including cash flow;
- Cash management/Bank Reconciliations;
- Escalation reconciliation preparation;
- GST return preparation;
- Offer service excellence to all customers; both internal and external.

Qualifications:

- Must have a minimum of 3 - 5 years of accounting experience with strong technical skills; commercial property management accounting experience would be an asset;
- Understanding of Real Estate terminology would be a definite asset;
- The candidate must be able to provide timely and accurate reporting for a portfolio of properties;
- Proficiency in Excel and Word is a must;
- Excellent oral and written communication skills are essential;
- This position requires an 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 9, 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.