

May 24, 2022

JOB TITLE

Property Accountant

REPORTS TO

Vice President, Property Management

COMPANY

Chard Development is an award-winning real estate development firm based in Vancouver, B.C. We specialize in urban condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. To date, we've completed over 1.3 million square feet of development and delivered close to 1,400 homes. Our current pipeline includes more than 2,000 homes and half a million square feet of commercial development.

Chard Development is seeking a Property Accountant for their downtown Vancouver location. Reporting to the Vice President, Property Management the successful candidate will be responsible for oversight, analysis and preparation of the financial and management reports, quarterly reports and annual budgets for a portfolio of properties. The candidate is a seasoned property accountant with ability to identify issues, provide strong analysis on monthly reports and continually seek opportunities for process improvements.

RESPONSIBILITIES

- Maintain the property management accounting function for the commercial portfolio.
- Review A/R and A/P transaction reports ensuring accuracy.
- Review and approve cheques, management fees, leasing fees and chargeback invoices to tenants.
- Review and post rent rolls.
- Support the property management team in answering tenant queries.
- Review and update tenant lease information in Yardi.
- Prepare monthly journal entries, A/R adjustments and submit the monthly tax reconciliations.
- Review preliminary monthly statements and generate financial statements to complete the monthly and quarterly reporting package.
- Assist in preparation of the annual budgets and forecasting process.
- Prepare annual CAM (OPEX) & Realty tax adjustments.
- Complete the analysis of all capital costs (CAPEX) incurred.
- Prepare year-end audit working files with supporting schedules.
- Maintain year end working files including the preparation of CAM and Realty Tax adjustments.
- Oversee and prepare the quarterly and year end audit working files.
- Establish and maintain internal controls.
- Work with property management team to review/amend accounting policies and procedures.
- Provide timely and accurate reporting for a portfolio of properties while ensuring quality and timeliness of deliverables.
- Successfully coordinate the integration of new properties into the accounting workflow.
- Offer service excellence to all customers; both internal and external.

QUALIFICATIONS

- A University degree with an Accounting designation required or actively enrolled in the program (CPA or legacy CPA).
- 3-5 years of progressive property accounting experience within the commercial real estate industry.
- A strong understanding of CAM and Tax recoveries; ability to calculate and record the tenant unbilled operating costs and property tax amounts monthly.
- Excellent knowledge of Microsoft Excel, able to use pivot tables and complex financial formulas.
- Demonstrated ability to meet deadlines and provide accurate reports to internal and external stakeholders.
- Experience in budgeting, forecasting, and the preparation of audited financial statements is essential.
- Enthusiasm for new and expanded technology and innovations within the Property Accounting industry.
- Fantastic communication and networking skills.
- Strong analytical and problem-solving skills.
- Knowledge of Yardi accounting software is an asset.

The ideal candidate has the following qualities:

- The ideal candidate will have proven organizational and multi-tasking skills with an ability to meet deadlines with ownership and accountability.
- The successful person will be a thoughtful collaborator, a self-starter and a strategic thinker with a service-oriented attitude who strives for continuous improvement of service and performance.
- Strong interpersonal skills with an outstanding level of integrity that will gain the trust and respect of staff and external stakeholders.
- Ability to effectively prioritize in a demanding, high paced environment.
- A dedication to providing exceptional service excellence, every day.
- The ability to work both independently and as part of a team.
- A professional and polite disposition with the ability to turn a negative into an opportunity.
- Exceptional and articulate communication skills are required for critical conversation.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants for their interest, but only those who are qualified may be contacted.