

1. Property Company Work

a) Accounts Payable

- Invoice coding and approvals
- Invoice entry to AP
- Weekly cheque runs

b) Accounts Receivable

- Invoice entry to AR: Rent Roll
- Invoice remittance posting
- Bank deposit preparation
- Contacting tenants is regards to changes in rent
- Weekly AR Reporting and Collections

c) Other Property Related

- Track Tenant Deposits
- Liase between property managers and tenants

d) Month End and Financial Statements Preparation

- Balance Sheet Reconciliations
- Maintenance of Key Metrics such as Rent/Square Foot and Occupany percentages
- Weekly Bank reconciliations
- Posting Journal entries and adjustments
- Preparation of GST returns
- Preparation of WCB returns
- Property account analysis and support of annual budget preparation
- Preparation of recharge data to tenants
- Assist in the completion of year end packages

2. Other Associated Company Work

- Some administrative duties
- Scan and file cheque runs into Docushare for all companies
- Other duties as assigned
- 15% Reception duties: Office Management, couriers, bank deposits, office kitchen

3. Profile

- Diploma in Accounting/BBA/CPA PREP Candidate
- Willing to take on more responsibilities and grow with company (other property companies' month ends)