



## **PROPERTY ACCOUNTANT**

Vancouver, BC

Based in Vancouver, Pacific Reach Properties is a premier real estate company with a portfolio comprised of commercial, multi-family and hotels assets throughout North America.

### **Job Summary:**

Reporting to the Controller, the Property Accountant will be responsible for assisting the accounting department to complete all reporting objectives.

### **Key Responsibilities:**

- Prepare income statement and balance sheet journal entries
- Create uploads for ease of journal entry processing
- Prepare bank reconciliation on monthly basis
- Prepare estimates of accruals by collecting and analyzing income statement line items
- Perform G/L account reconciliations of various accounts on a monthly, quarterly, or yearly basis as required
- Perform daily routines and month end procedures
- Record and maintain fixed asset purchases and applicable depreciation and amortization schedules
- Prepare variance analysis to budget and forecast
- Evaluate and advise on certain expenditure trends
- Prepare analysis of accounts as required
- Assist Treasury and AP Departments on a periodic basis

### **Experience & Qualifications:**

- Enrolled in an Accounting Designation Program
- Advanced working knowledge of Excel
- Experience using Yardi Voyager is an asset
- Detail oriented, organized and able to meet tight deadlines

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Pacific Reach provides for a dynamic and challenging work environment. We are growing rapidly and we reward innovation and hard work. For those who are interested, please submit a resume and cover letter to Jonathan Joe at [jjoe@pacificreach.com](mailto:jjoe@pacificreach.com). Please enclose your application as a single document with "Property Accountant Application" in the subject line.

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