



Employment Service

905-727-3777 222 Wellington Street East, Main Floor



Job Title	Property Accountant	Job #	1905006
NOC / NAICS	1111 / 531310	Date	May 13, 2019
Location	AURORA: Industrial Pkwy North	Wages	\$23.00+ based on experience
Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	37.5 hours/week
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Schedule Availability	Monday – Friday 9am-5pm
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		
Workplace / Physical Requirements			
Company This Canadian owned and operated Property Management company is a full-service commercial development and management company with an active and growing portfolio of industrial, retail, office and multi-residential properties throughout the Greater Toronto Area (GTA). With over 15 years of experience in the industry, the company was built from a foundation of integrity and professional customer service.			
Position Summary / Candidate Profile A professional opportunity working for a property management company located in Aurora. This role is responsible for maintaining accurate accounting records and an ideal candidate is detail oriented. This is a one-year Maternity Leave contract.			
Job Duties Commercial Property Management company seeking an experienced bookkeeper on a one-year contract			
<ul style="list-style-type: none">• Bank and Credit Card Reconciliations• HST Filing• Payroll• Accounts Receivable including percentage rent billing and rent Collections• Accounts Payable• WSIB filing• Gift Card reconciliations• Assisting in year-end audits• Update monthly rent roll• Prepare CAM/Tax recoveries in accordance with tenant's lease• Prepare accurate tenant chargebacks on a timely basis			
Requirements / Candidate Profile <ul style="list-style-type: none">• Minimum of 2-3 years of similar experience in property management accounting• Proficient in QuickBooks and Microsoft Excel			

- Organizational skills
- Confidentiality
- Able to meet deadlines
- Detail-oriented
- **Available to start in May to ensure sufficient cross-training**

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.