

Senior Property Accountant

The Company: Pure Industrial Real Estate ("Pure Industrial") is a Blackstone portfolio company headquartered in Toronto, Canada. Pure Industrial is focused on acquiring, leasing, operating and managing a portfolio of high-quality, well-located industrial assets with a portfolio of over 21 million square feet throughout Canada.

Role: We are currently looking for an enthusiastic individual to fill an immediate opening as a full-time Senior Property Accountant in our Toronto office. The successful candidate will be a self-starter, responsible and confident individual who possesses high energy, excellent time management and organizational skills, who can rise to and meet challenges, and adhere to strict deadlines. They will be a strong team player, have an eye for detail and possess excellent verbal and written communication skills. The successful candidate will report to the Manager, Property Accounting.

Duties and Responsibilities

- Responsible for the full cycle day-to-day accounting which includes: preparing journal entries, accruals, reviewing accounts payable, completion of bank reconciliations, HST reconciliations, straight-line rent calculations, reconciliations of inter-company transactions and balance sheet accounts.
- Prepare CAM and Tax recoveries and reconciliations for properties.
- Prepare monthly cash flow projections and cash distributions.
- Review and generate monthly billings for tenants.
- Liaise with property management, leasing and other departments pertaining to daily operations.
- Oversee lease setup and create recovery models for newly acquired properties.
- Month-end close procedures, including the preparation of monthly financial statements and financial reports, as well as monthly variance analysis and discussion to support budget, prior year and month over month variances.
- Work with property management and other parties to prepare annual budgets and reforecasts.
- Assist with year-end audit processes and quarterly reviews through the preparation of audit working papers.
- Identify and implement processes to improve financial reporting accuracy and efficiency.
- Assist with ad-hoc projects, as required.

Job Qualifications

- Minimum 4 years of property accounting experience
- CPA designation or working towards obtaining a designation

- Experience with Yardi is preferred
- Excellent time management skills, ability to meet tight deadlines and attention to detail
- Fast learner, able to thrive in a fast paced, dynamic environment
- Intermediate to Advanced Excel skills
- Excellent verbal and written communication skills

