



## REDCLIFF

REALTY MANAGEMENT INC.

**Redcliff Realty Management Inc.**, a dynamic Canadian property management company that offers an exciting working environment is seeking qualified candidates to fill the position of **Retail Property Accountant** and join our team **located in either Regina or Saskatoon, Saskatchewan.**

The successful candidate will report to the Assistant Controller at our Head office in Toronto, Ontario and be responsible for the full cycle of financial and accounting reporting for a portfolio of properties and include but are not limited to the following; Prepare and approve monthly/annual journal entries, A/R adjustments, GST reconciliation, financial statements, management reports, depreciation and amortization schedules, recovery schedules and year-end audit working papers; Review accounts receivable and accounts payable; Review management fees, leasing fees and chargeback invoices to tenants; Prepare annual CAM & tax final billing adjustments; Reconcile monthly financial statements, budgets, CAM (Common Area Maintenance) adjustments and accruals; Analysis of balance accounts, bank reconciliation, cash flow, variance, lease, re-forecasting and capital expenditures; Respond to tenant queries; Review rent rolls, including tenant set ups; Responsible for promotion/advertising fund financials; Liaise with the property manager, tenants, banks and auditors and other duties as assigned.

Qualified candidates must have a Post-secondary education; have or are currently working towards a CGA/CMA designation; minimum three (3) years experience preferably within a real estate or property management environment; advanced working knowledge of Microsoft office Suite; previous experience with Yardi considered an asset; Strong oral & written communication skills.

Interested individuals may visit our website at <http://www.redcliffrealty.com/careers> , submit their resume in confidence to [employment@redcliffrealty.com](mailto:employment@redcliffrealty.com) or by fax to **416.941.7837**.

*Please quote the position applied for in the subject line.*

We thank all applicants for their interest; however, only those selected for an interview will be contacted.