

Accountant

Nature of Position: Full Time
Location: Vancouver
Start Date: ASAP
Compensation: Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

The Candidate and Responsibilities

The Accountant position is based out of Vancouver, and will focus on supporting Pockit Self Storage, a self-storage business unit of Hungerford Properties.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships. The candidate will work in a team setting and will report directly to the President of Pockit Self Storage, and will work indirectly with the Financial Accounting & Reporting team and all other departments at Hungerford Properties.

The Accountant's responsibilities will include:

- Produce monthly financial statements and supplementary reporting as required for a portfolio of real estate self storage assets
- Monitor and review monthly receivables for accuracy, adjustments, collections issues, and/or corrections
- Perform full cycle accounts payable functions
- Process expense reports as required
- Monitor and review accounts payable coding for accuracy
- Process bank reconciliations for the assigned portfolio of self storage assets
- Cash management oversight and preparation, and review of cash transactions of the properties
- Provide financial and analytical assistance to internal parties
- Prepare quarterly internal management reporting packages for senior management
- Process GST filings and other legislated taxes reconciliations and remittances
- Prepare and coordinate with tax advisors the tax compliance and planning as required including T5013 and T2 annual filings
- Assist in the preparation of monthly, quarterly and annual reporting and analysis
- Assist in the preparation of supporting working papers and documentations for year-end audit process
- Prepare annual budgets for the assigned self storage assets
- Input / feedback for new process development and initiating quality and efficiency enhancements for the existing procedures and processes
- Efficient and effective communication, in a professional manner, with all HP employees
- Participate in ad hoc projects
- Other duties as assigned

The Candidate will also be someone who is completely aligned with Hungerford Property Core Values. In addition to effectiveness in delivering key objectives, performance will be measured by the candidate's capability to demonstrate the following 5 Values on a daily basis:

Ambition - Seeing possibility, stretching goals to exceed expectations, and persisting with extraordinary effort when challenged.

Diligence - Taking action in one's role to remove errors, avoid pitfalls and minimize risk to produce deliverables of the highest professional standard.

Creativity - Dedicating time and energy to creative problem solving, seeking alternative and better approaches to get to the most effective, elegantly simple solutions.

Relationships - Building team with collaborative internal relationships in order to provide extraordinary service to our external relationships.

Community - Taking action to deliver lasting, meaningful impact on others' lives, and the lives of their families - whether coworkers, business stakeholders or the larger community.

Qualifications/Requirements

- Professional Accounting designation program (CA, CGA, CMA, CPA) is a must
- Bachelor Degree or equivalent postsecondary program
- Minimum 2 to 3 years of full cycle accounting experience; minimum 1 year retail accounting

Skills/Attributes

- Self-motivated and possesses a high level of professionalism
- Strong computer skills including Word and Excel;
- Strong knowledge of accounting systems and software such as Quickbooks, Sage, etc. Knowledge of Yardi Voyager is a strong asset
- Strong verbal and written communication skills with the ability to work effectively in an individual setting
- Excellent organizational skills, work ethic and attention to detail, and the ability to take ownership

To Apply

Please send your resume and cover letter to careers@hungerfordproperties.com , quoting Pockit Accountant in the subject line. We thank all applicants in advance but only those qualified may be contacted.