

Job Advertisement for Junior Property Accountant

The Opportunity

Campbell Strata Management Ltd. (“Campbell Strata”) is currently looking to hire a Junior Property Accountant. In this role, you will be required to provide full-cycle accounting process for our strata clients.

This role is best suited for someone who is detail oriented, highly productive, and maintains a systematic, task-focused working style.

About Campbell Strata Management

Established in 1982, Campbell Strata is a strata management firm focused on delivering high-quality, full-service strata services to residential and commercial communities in the Fraser Valley. As of February 2020, Campbell Strata has become part of the Frontline Group of Companies – www.flre.ca. Since then, leadership has focused on creating a people-focused work culture that fosters a leading service delivery to our clients.

Our Commitment: Equal Opportunity Employer

Campbell Strata is an equal opportunity employer, and we are committed to building and maintaining a workforce diverse in experience, skills and knowledge. All our employment opportunities are equal and do not discriminate on race, color, religion, creed, age, sex, gender, gender identity, gender expression, sexual orientation, national origin, citizenship, disability, marital status, protected veteran or military service status, or any other elements protected by law.

Any information relating to the need for accommodation and accommodation measures relating to your employment will be addressed confidentially.

Campbell Strata is committed to employing the best talent with the most fair and equitable recruitment and hiring practices.

Primary responsibilities for the Junior Property Accountant position include, but are not limited to, the following:

- Prepare monthly financial statements
- Month-end journal entries and processes
- Bank reconciliation
- Daily and monthly deposits (cash, cheque, preauthorized payments)
- Maintain Accounts Receivable and Accounts Payable
- File corporate tax filings (T2 and NPO)
- File quarterly WCB Payroll report
- Assemble, review and verify invoices and cheque requests
- Monthly contingency fund transfers
- Invoicing
- Maintain vendor files



Skills/Qualifications/Competencies

To perform this job successfully, an individual must be able to perform each essential duty at a “best in class” level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proficient in QuickBooks
- Proficient in Yardi Voyager
- Adept in Microsoft 365 Office products
- High level of attention to detail
- Exceptionally organized, accountable, and flexible
- Strong work ethic – professional and able to consistently produce high-quality work
- Highly productive, independent, and resourceful
- Willingness to learn necessary skills/tasks independently

Work Conditions

The successful candidate will work at Campbell Strata’s office in Langley, B.C. Expected work hours are: Monday – Friday 9:00 am – 4:30 pm.

If you are interested in this opportunity, please send your resume to careers@FLRE.ca

Please note: if you are chosen for an interview, you will be contacted to complete compulsory light personality testing.