

Bookkeeper & Property Manager

As our Bookkeeper & Property Manager, you'll handle all bookkeeping for our commercial and residential properties, manage our tenants, and take an active role leading projects related to our properties.

Job Duties:

- Act as a liaison between the owner, tenants and potential tenants (contracts, security deposits, collecting rent, planning repairs and enforcing rules of occupancy)
- Prepare legal notices for non payment of rent
- Preparing reports (financial)
- Process accounts payable and receivable
- Ensuring all accounting is reported accurately and in a timely manner
- Demonstrate and promote client driven attitude with ala customer and public communications
- Develop operating income and expense reports
- Maintain books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash)
- Oversee issuing of checks, payment of invoices, HST and WSIB returns
- Prepare monthly / quarterly financial statements
- HST and WSIB Returns
- Complete all payroll functions
- Ensure effective management of loss prevention, risk management, security, maintenance, marketing, landscaping, snow removal, ventilation, heating, cooling and other daily activities.
- Develop operating income and expense budgets and capital budgets that meet cash flow requirements.
- Advertising apartments for leasing
- Analyze and distribute monthly financial statements including operating variances from budget, cash management and strategies for collecting receivables.
- Administer leases, reviewing all tenant billings, analyzing lease clauses, preparation of vacancy reports, enforcing tenant compliance and performing landlord obligations.
- Identify leasing prospects and respond to routine leasing inquiries.
- Keep accurate records of space conditions including roof, HVAC and utilities.
- Plan and manage replacement of major capital expense items such as HVAC system, roof systems and parking lot surfaces.
- Provide general status reports for all properties as scheduled.
- Represent company at landlord tenant board and prepare documents
- Coordinate with the owner and document lease payments and perform immediate collections of delinquent accounts.

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- Request for quotations, make contracts, supervise work and approve invoices for all services required to maintain the properties.
- Ensure 24/7 availability of emergency services.
- Oversee all maintenance mechanics working at managed properties.

Qualifications:

- Experience in bookkeeping/accounting
- Strong working knowledge of full-cycle bookkeeping and internal controls
- Excellent and professional communication skills both written and oral
- Ability to maintain confidentiality
- Strong computer literacy with intermediate level of experience with Microsoft office (Word, Excel, Outlook)
- Ability to work maintain accuracy while working on several projects at once
- Proven time management and organizational skills
- Takes initiative to get things done, and work independently to achieve your goals.
- Experience using Yardi Property management software (experience an asset)
- Commercial property management experience and or education is an asset
- Post- Secondary education in accounting or finance is preferred