

At **CreateTO**, we are a catalyst for city building, using our expertise and innovative thinking to help the City make the best use of its real estate to pursue its diverse goals.

CreateTO is part of a new City of Toronto city-wide real estate service delivery model that centralizes all real estate activities and integrates key functions to enable better coordination and execution of real estate strategies.

The Opportunity

Reporting to the Director, Budget Planning & Forecasts and the Senior Property Accountant at CreateTO, the **Property Accountant** position is responsible for full-cycle accounts receivable (AR), oversee accounts payable, compiling month-end and year-end journal entries and schedules, prepare necessary property tax and common area costs reconciliations, perform analytical review requested by management and variance analysis against budget.

Qualifications

- University education with a degree in business or accounting and working toward an accounting designation
- 3 to 5 years of accounting experience with experience in property management accounting is a must
- Strong analytical skills and ability to work independently and as a team
- Self-starter and able to prioritize work to meet reporting deadlines
- Strong verbal and written communication skills and ability to maintain good working relationship with colleagues and tenants
- Proficiency in Microsoft Office, in particular Excel, Word, Outlook and PowerPoint
- Experience in Yardi and MRI an asset

CreateTO is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to careers@createto.ca quoting the job title in the subject line by Friday, June 29th. Only those individuals selected for an interview will be contacted. No agencies at this time please.