

# MELCOR

LIVE. WORK. SHOP. PLAY.

## CAREER OPPORTUNITY

## ACCOUNTANT INVESTMENT PROPERTIES

### Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are passionate about numbers and making sure that they are right and your skills and experience meet or exceed our requirements, please send your resume to:  
**careers@melcor.ca** re: Accountant - Investment Properties

*We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.*

### Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

**SEND RESUMES TO: [careers@melcor.ca](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**



**MELCOR**

# ACCOUNTANT - INVESTMENT PROPERTIES

## WE ARE LOOKING FOR

An **Accountant - Investment Properties Division** to provide accurate accounting services.

This **permanent, full-time** position reports to the Corporate Controller - Melcor REIT, and is a key member of our team.

## WHAT YOU'LL DO

Assist in day to day accounting including:

- preparing monthly, quarterly, and annual financial reporting associated with a portfolio of multi-tenant buildings
- providing support to operations



- preparing monthly and quarterly reporting packages for properties (balance sheet, income statement, supporting schedules, and capital expenditure analysis)
- providing accounts analysis, variance analysis, maintaining accurate and complete records and files, and responding to client inquiries as necessary
- collaborating on the development and implementation of new systems, reports, and tools, and test these tools to identify any issues
- developing non-standard reports and statements according to guidelines

## YOU POSSESS:

- a degree or diploma in accounting
- 3-5 years accounting experience, including 2 years of practical experience
- strong technical proficiency with Microsoft Excel
- excellent communication skills
- strong analytical & problem solving skills
- relentless attention to detail

- time management and organization skills
- the ability to build strong relationships and operate effectively in a team environment
- the ability to implement new procedures and improve existing ones

## EXTRA POINTS FOR

- Experience with Yardi or other property management accounting software
- Experience in the real estate industry