



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.

We Are Looking For

An Accountant, Melcor Properties to support the financial reporting and accounting functions for a portfolio of commercial and mixed-use properties. This full-time position reports to the Accounting Manager and works closely with Property Management, Leasing, Operations and Finance to provide timely, accurate property-level reporting and analysis.

What You'll Do

- Prepare and review monthly financial reporting packages for an assigned property portfolio, including supporting working papers, variance analysis, and balance sheet reconciliations.
- Complete month-end accounting activities, including journal entries, accruals, bank reconciliations, sub-ledger reconciliations, and general ledger analysis.
- Assist in activation of new leases and review lease details, tenant accounts, chargebacks, and tenant improvement reconciliations to ensure accurate billing and accounting treatment.
- Work closely with Property Managers, Leasing, Accounts Payable and Operations to resolve accounting inquiries, coding issues, and reporting discrepancies.
- Maintain accurate and complete accounting records, working papers and supporting documentation for assigned properties.
- Support year-end audit requests and provide documentation and analysis as required.
- Identify opportunities to improve accounting processes, reporting efficiency and internal controls.
- Responsible for credit card and expense report reconciliations, including allocation of related cost/charges to multiple properties, intercompany, etc.
- Complete other accounting duties and special projects as required.

About You

- Post-secondary diploma or degree in Accounting, Finance, or a related field.
- Minimum 3-5 years of combined experience; including minimum of 2 years of practical experience.

- Experience with Yardi or other property management accounting software is preferred.
- Advanced proficiency with Microsoft Excel and strong working knowledge of Microsoft Office applications.
- Strong analytical, problem-solving, time management, and organizational skills, with a high level of accuracy and attention to detail.
- Ability to manage multiple properties, priorities, and deadlines in a fast-paced environment.
- Time management and organization skills.
- Excellent communication skills and the ability to build strong working relationships with internal teams and external stakeholders.

Where People Want To Work

If you are a dedicated accounting professional with property management or commercial real estate experience and you meet or exceed our qualification requirements, please submit your cover letter and resume to careers@melcor.ca quoting “Accountant – Properties” in the subject line.

Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.