



Reporting Analyst

We are seeking an exceptional Reporting Analyst to support the Regional Group and its affiliated companies by providing senior management and executives with the analysis and information required in support of major operational, financial, and strategic decisions.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a commercial portfolio of over 2 million sf existing portfolio plus additional development potential of over 1 million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

As a valued member of the Reporting team, the Reporting Analyst is responsible for:

- Conducting daily general reporting activities, including journal entries and month-end-close;
- Preparing and reviewing monthly, quarterly and annual management information and financial statements according to scheduled deadlines;
- Using sound judgement to investigate unusual activity and balances;
- Preparing workbooks for external accountants and acts as a contact point;
- Reconciling general ledger accounts;
- Reviewing ledgers for completeness and accuracy;
- Conducting variance analysis; and
- Overseeing the application of accounting principles, practices and procedures to ensure accurate and timely financial statements and reports.

About you

You have:

- Post-secondary education or suitable professional training and experience as an alternative
- Professional designation as a CPA is highly desirable
- Strong financial statement presentation skills
- Excellent reconciliation and analytical skills
- Experience in real estate and/or property management accounting an asset
- Excellent use of MS Office suite – especially a high proficiency with Excel
- Adaptability to ERP systems
- Experience with Yardi and/or Newstar as asset
- Effective oral and written communication
- Excellent interpersonal skills
- Excellent organizational skills and the ability to manage changing and conflicting priorities
- Ability to work independently, summarizing and escalating issues as appropriate
- A mature, pleasant and professional demeanor

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.