



## 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 key accounting, as well as analysis, to support 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 application of management estimates
- Overseeing application of accounting principles, practices and procedures to ensure accurate and timely financial reports
- Liaising with Property Management department to ensure ongoing awareness of operations
- Producing monthly, quarterly, and annual management information and financial statements including appropriate note disclosure
- Distribution of, and primary relationship for, reports to external investors
- Conducting variance analysis and using professional judgment to investigate unusual balances
- Preparation of workbooks for external accountants and acting as contact point

## About you

### You have:

- Post-secondary degree in Business, Finance or Accounting
- Professional accounting designation a requirement
- Experience in a big-four accounting firm is desirable
- Experience with real estate, property management reporting required
- Housing or land development accounting and/or reporting experience an asset
- Strong financial statement presentation skills
- Excellent reconciliation and analytical skills
- Experience with Yardi ERP an asset
- Ability to effectively prioritize and execute changing and conflicting priorities
- Excellent interpersonal skills with ability to communicate with all levels of organization
- 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](mailto: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.

For further information visit: [www.regionalgroup.com](http://www.regionalgroup.com)