



## Property Management Financial Specialist (PMFS)

We are seeking an exceptional PMFS to provide financial support to the Real Property Group, particularly in the areas of property budgets, lease administration, tenant recoveries and financial statement reporting.

### 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 2million sf existing portfolio plus additional development potential of over 1Million 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

The PMFS will be responsible for:

- Accuracy of leases and recovery pools within Yardi
- Quality control on annual property budgets
- Review and finalization of Tenant recoveries
- Business support to Real Property group
- Quality control of Property Management Reporting

### About you

You have:

- A solid understanding of property management financial statements and tenant recoveries
- Experience with Commercial Leases
- Experience with Government Leases desirable
- Experience with Yardi
- Accounting experience
- MS Office suite skills including Word, Excel and Outlook
- Post-secondary education or suitable professional training and experience as an alternative
- Experience in real estate or financial fields (highly desirable)
- Strong interpersonal skills, including the ability to work closely with a team

We offer a dynamic opportunity with an attractive base salary and benefits. 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.