



## Accountant, Condominiums

We are seeking an experienced Condominium Property Accountant to provide support in the preparation of financial accounting for condominium properties.

### About the role

Your key accountabilities will include:

- Preparing monthly, quarterly, and annual financial statements.
- Processing AP transactions.
- Assisting AR Administrators as required.
- Reconciling balance sheet accounts.
- Working with the property manager to manage accounts receivable for the property.
- Creating journal entries associated with key duties.
- AP and AR cross training.

### About you

You have/are:

- A minimum of 1 year of finance or accounting experience
- Exceptional capabilities in Microsoft Excel
- Post-secondary education or suitable professional training and experience
- Ability to effectively prioritize and execute multiple tasks
- Highly organized and ability to process large volumes of information
- Manage changing and conflicting priorities

### 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 2 Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

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.