

Position Profile

Title: Corporate Accountant, Corporate Accounting

Reports to: Director, Corporate Accounting

Department: Corporate Accounting

To apply: kjones@smartcentres.com

Position Summary:

Prepare accurate financial reports and analysis. This includes standard accounting and government related reports and remittances.

Academic and Education Requirements:

- Possess CGA or CMA designation, or currently enrolled in the Final level of a Professional Accounting Program;
- University or college degree;

Minimum Requirements:

- Minimum 2 to 4 years accounting experience, preferably property accounting experience;
- Good oral and written communication skills;
- Intermediate to Advanced Excel skills;

Responsibilities:

The duties and responsibilities for the position include, but are not limited to, the following:

- Prepare monthly reports including budget variance analysis, management financial statements and supporting schedules;
- Prepare corporate journal entries with proper supporting schedules, including monthly expenses accrual, bank and debenture interest, elimination entries, payroll and distribution as well as reconcile inter-company balances;
- Prepare invoices for all management fees, time billing and overhead cost allocation charges for all properties that are owned/managed/developed by Calloway;
- Prepare bank reconciliations and handle day to day banking issues;
- File all banking documents, journal entries and corporate A/R invoices;
- Prepare GST/HST and QST returns for filing with the government for all management companies;
- Provide and ensure accuracy of coding for all corporate payables; ensure proper supporting documents are attached and that departmental approval is provided;
- Assist in the Calloway REIT quarterly/annual reporting, where required;
- Assist in the Calloway REIT annual budgeting, where required;

Values

The Corporate Accountant shall conduct him/herself in a *respectful* and ethical manner in representing the Trust's interests. The Corporate Accountant shall demonstrate *entrepreneurialism* and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. The Corporate Accountant must take *accountability* for decisions made and the Corporate Accountant is expected to be a *team player* and work effectively with colleagues and associates in terms of input, sharing of ideas and working to achieve common goal