



Accounting position available immediately with professional property management firm. The ideal candidate will be well organized, analytical, communicative and able to manage a varied workload to meet short and long-term deadlines.

Responsibilities includes:

- Analyze, record and report financial data
- Financial statement preparation and review
- Bank reconciliations
- Full cycle accounting operations
- Reconciliations, accruals and transaction report preparation
- Client communication

Required Skills and Qualifications

- 2+ years of recent accounting experience
- Working knowledge of financial systems
- Good working knowledge of accounting principles with the ability to apply them in a practical way
- Strong computer skills; experience with MS Office suite as well as intermediate experience with MS Excel
- Excellent communication skills, both written and verbal; able to present comprehensive information in a clear, concise manner
- Ability to build and maintain relationships with clients with a commitment to providing exceptional customer service
- Ability to work well in a fast-paced, team oriented environment
- Excellent time management skills; able to prioritize tasks to meet deadlines, recognizing various time constraints
- Excellent attention to detail and a high degree of accuracy
- Good judgment and keen problem-solving skills
- Able to work independently and take initiative to complete tasks required of the position

Our company offers:

- Ongoing education and growth opportunities
- Supportive, interesting, and team oriented work environment
- Competitive benefits package
- Competitive salary

Please apply with cover letter to michelle@cmlproperties.ca. While we appreciate all applications, only those considered for interview will be contacted.