



**Job Title:** Assistant Manager, Property Accounting

**Location / Office:** Toronto

**Reporting to:** Manager, Property Accounting

**Role:** The individual will direct and manage the daily accounting activities of the assigned accounting team ensuring a high level of service. The Assistant Property Accounting Manager will prepare, review, and analyze property financial statements and supporting working papers to ensure a consistent high standard of financial information at the property level. This role is responsible for overseeing an internal portfolio and all aspects of property accounting from PIRET's 3<sup>rd</sup> Party Manager that is highly collaborative with PIRET's Leasing, Asset Management, Investments and Property Management teams.

**The Company:** PIRET is a Blackstone & Ivanhoe Cambridge portfolio company headquartered in Toronto, Canada. PIRET is focused on acquiring, leasing, operating and managing a portfolio of high-quality, well-located industrial assets with a portfolio of approximately 150 properties and 20 million square feet throughout Canada.

**Primary Responsibilities:**

- Responsible for reviewing and overseeing timely and accurate completion of the team's full cycle day-to-day accounting which includes: preparing journal entries, accruals, completion of bank reconciliations, HST reconciliations, reconciliations of inter-company transactions and balance sheet account reconciliations.
- Responsible for reviewing and overseeing timely and accurate completion of the team's monthly, quarterly and annual deliverables including the preparation of monthly financial statements and financial reports, as well as monthly and quarterly variance analysis and discussion to support budget, prior year and month over month variances.
- Cash management of property portfolio, including reviewing monthly cash flow
- Review annual budgets, quarterly reforecast and annual year-end recovery calculations to ensure timely completion;
- Support the new property set up, analysis, and follow-up of complex and/or outstanding issues such as acquisition accounting;
- Liaise with property management, asset management, leasing, investments and senior management to ensure the property accounting team is delivering responsive service as well as provide assistance and advice as required;
- Motivate a highly engaged team by providing effective management, leading by example, communicating direction, mentoring, performance management, coaching, developing and empowering direct reports;
- Identify opportunities for process improvements or efficiencies;
- Assist with year-end audit processes through the review of audit working papers; and

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- Other ad-hoc projects, as required

**Education & Experiences:**

- Minimum 4 years of progressive experience in a related role within the real estate investment industry
- Professional accounting designation required (i.e. CPA, CA, CMA, CGA)
- Team player with strong communication skills
- Self-starter with a high level of initiative and organization skills
- Fast learner, able to thrive in a fast paced, dynamic environment
- Able to work under pressure, meet tight deadlines, and prioritize deliverables
- Experience with Yardi Voyager is preferred
- Intermediate to advanced Excel skills