

Job description

We are currently recruiting for an Accounting Assistant to join our accounting team in condominium property management. This role reports to the Operations Manager and the duties include:

- Coordination of incoming electronic payments from residents
- Creating monthly financial statements for properties
- Bank reconciliations
- Working closely with Property Managers
- Ad hoc tasks for the Operations Manager

A minimum of 5 years or Accounting (or Bookkeeper) experience, with 2 years+ in the property management industry

Ability to work to strict deadlines, multi task and be a team player

Previous experience with condominiums is a huge asset

Expected start date: 2022-01-24

Job Types: Full-time, Permanent

Salary: \$16.00-\$18.00 per hour

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