

ACCOUNTING TECHNICIAN

Position: Temporary – Maternity leave replacement

Location: Montreal

Salary: To be determined

Date: End of May 2017 to September 2018

ABOUT BTB

BTB is an important property owner in Eastern Canada. BTB owns 71 commercial, office and industrial properties totaling more than 5.1 million square feet in the Greater Montreal, Quebec City and Ottawa areas. At BTB, a tenant is a client. Therefore our standard of service is high. BTB develops sustainable relationships with its clients and strives to demonstrate an ongoing commitment to them.

SUMMARY JOB DESCRIPTION

The Accounting Technician will report to the Principal Controller and will be in charge of a portfolio of properties. The duties performed by the selected candidate are:

- Manage the financial aspects of commercial leases ;
- Prepare tenants' invoices and monthly billing ;
- Prepare bank deposit slips and enter deposits in our accounting system.
- Support the collection effort while maintaining tenants' relationships;
- Manage the properties' budgets together with the property manager;
- Perform bank reconciliations ;
- Produce monthly, quarterly, annual financial statements and budget variances ;
- Obtain tenants' proof of payment of real estate taxes ;
- Codify and verify invoices and account payables ;
- All other pertinent tasks.

DESIRED SKILLS

- Excellent organizational and time management skills;
- Demonstrate thoroughness and attention to details ;
- Great team spirit.

REQUIREMENTS

- Required: Degree in accounting;
- Required: At least 3 years' experience in similar position;
- Required: French and English, spoken and written;
- Required: Knowledge of MS Office ;
- Asset: Knowledge of commercial real estate;
- Asset: Knowledge of SPACE software.

BTB provides a friendly work environment, competitive compensation and benefits package.

Please, send your CV to:

rh@btbreit.com

Only selected candidates will be contacted. We thank you for your interest.