

## **ACCOUNTING TECHNICIAN**

**Employment opportunity:** Contractual for a period of 6 months

**Location:** Greater Montreal

**Salary:** To be determined

**Start date:** As soon as possible

### **ABOUT BTB**

BTB is an important owner of buildings in Eastern Canada. BTB owns 70 commercial, office and industrial properties totaling more than 5.2 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 held high. BTB develops sustainable relationships with its Clients and strives to demonstrate its ongoing commitment to them.

### **JOB DESCRIPTION**

The Accounting Technician will report to the Chief Accountant and will be in charge of portfolio of properties. The duties to be performed by the selected candidate include:

- Managing the financial aspects of commercial leases ;
- Preparing tenants' invoices and monthly billing ;
- Preparing bank deposit and entering deposits in our accounting system.
- Supporting the collection effort while maintaining tenants' relationships;
- Managing the properties' budgets together with the property manager;
- Preparing bank reconciliations ;
- Producing monthly, quarterly, annual financial statements and budget variances ;
- Obtaining tenants' proof of payment of real estate taxes ;
- Codifying and verifying invoices and account payables ;
- All other related tasks.

### **DESIRED SKILLS**

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

### **REQUIREMENTS**

- Required: Degree in accounting;
- Required: At least 3 years' experience in a 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](mailto:rh@btbreit.com)

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