

ACCOUNTING TECHNICIAN

Job offer: Permanent, full time

Location: Montreal

Salary: According to experience

Starting date: As soon as possible

ABOUT BTB

BTB is an important owner of properties in Eastern Canada. BTB owns more than 63 commercial, office and industrial properties totaling more than 5.3 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 a portfolio of properties. The duties to be performed by the selected candidate include:

- Managing and understanding the financial aspects of commercial leases;
- Preparing tenant invoices and monthly rental billing;
- Preparing and posting month end journal entries;
- Preparing bank deposit and entering deposits in the accounting system;
- Bank reconciliations ;
- Producing monthly, quarterly and annual financial statements and variance analysis;
- Supporting the collection efforts while maintaining tenant relations;
- Managing the property's budget together with the property manager;
- Obtaining tenant's proof of payment of real estate taxes;
- Coding and verifying invoices for accounts payable;
- All other related tasks.

KNOWLEDGE AND ABILITIES REQUIRED

- Diploma in accounting, or similar;
- At least 3 years' experience in a similar position;
- Knowledge of commercial real estate;
- Knowledge of MS Office (Excel, Outlook, and Word);
- French and English, spoken and written;
- Knowledge of "SPACE" software, an asset.

DESIRED SKILLS

- Dynamic, positive and resourceful;
- Excellent organizational and time management skills;
- Meticulous, able to perform repetitive tasks accurately;
- Able to perform under tight deadlines;
- Great team spirit.

BTB provides a Great Place to Work certified environment, competitive compensation, and benefits package.

Please, send your CV to:

rh@btbreit.com

We thank you for your interest. However, only selected candidates will be contacted