

POSITION PROFILE

Position Title	Property Accountant
Team	Scotia Plaza Management
Position Location	40 King Street West, Toronto, Ontario
Reports to	Director, Finance & Administration
Date	December 2013

ABOUT US: SCOTIA PLAZA AND SP MANAGEMENT L.P.

Combining the essence of business, history and character, Scotia Plaza provides a world of distinction to the downtown core. Dedicated to growth and success, Scotia Plaza provides its tenants with an uncompromising and secure business environment. With an impressive 130 foot Atrium that links the past with the present and three integrated buildings offering 2,250,000 square feet of office space, Scotia Plaza is the destination of choice for world-class businesses.

Scotia Plaza is owned by Dundee REIT and H&R REIT, two of Canada's largest real estate investment trusts, and is managed by a wholly-owned subsidiary, SP Management L.P.

ROLE

Dundee is looking to hire a **Property Accountant** with a minimum of 3 years' experience in Property Accounting. It would be advantageous if you have Lease Administration experience for this role.

Property Accounting and Financial Review:

Responsible for a specific portfolio of properties. Work with Senior Accountant and Director of Finance & Administration to:

- Complete monthly, quarterly and yearly processing & reporting of property financials including Cost Accruals, Job Cost & Fixed Assets. Contribute to monthly operational report.
- NOI variance analysis, intercompany transaction analysis.
- Ensure all co-ownership/third party property reporting and distributions are done in a timely manner.
- Contribute to the annual property budget process.
- Review current policies and procedures to ensure current methods conform to them. Participate in documenting current methods into policies and procedures where necessary.
- Co-ordinate and provide all audit related supporting documentation at year-end. Liaise with internal and external auditors.
- Review and analyze tenant recovery schedules (ROE).
- Analyzing recovery ratios and provide commentary working in conjunction with the Senior Accountant.
- Verifying revenue assumption and provide commentary for variances to budget, forecast and prior year covering monthly, quarterly and year to date results.
- Validating recovery rules to tenant lease.
- Review of leases, recurring billing, report code and log information in JDE ensuring accurate update of lease & tenant information.
- Perform monthly vacancy report updates.
- Verify revenue assumptions and provide commentary working in conjunction with Senior Accountant.
- Ad hoc projects and assignments as required.

SKILLS

- **Strong people skills. A Team Player.** A proven ability to build relationships at all levels of an organization
- **Energetic Leadership.** This person enjoys leading by example. Using a "can-do" attitude that will positively influence, motivate and energize their team.
- **Strong communication & negotiation skills.** Demonstrated in written, verbal report writing, presentations, and meeting facilitation with emphasis on tact and diplomacy.
- **Responsiveness.** Ability to anticipate client needs and commit to respond in agreed timeframes.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas with supportable results.
- **Deliver on Commitments.** Ability to set clear and deliverable goals.
- **Strong multitasker.** Ability to organize and prioritize.
- **Financial Acumen.** Ability to understand real estate values, including DCF models.
- **Solid Analytical Strengths.** Ability to apply logic and reasoning to effectively manage projects, analyze complex financial, legal and contractual problems and to provide solutions or recommendations.
- **Proactive.** This person doesn't wait for the opportunities to come to them.



SCOTIA PLAZA

QUALIFICATIONS

- Minimum of 3 years' experience in Commercial Property Management, specifically in commercial property accounting;
- 4th level CGA or CMA candidate an asset;
- Undergraduate degree or college diploma;
- Experience with JD Edwards system an asset; and
- Proficient in Microsoft Excel and Word.

To apply: Please forward your resume to hrrecruit@dunderealty.com.