



APOLLO

PROPERTY MANAGEMENT

Managing beyond the walls.

TITLE: Senior Property Accountant/ Controller
LOCATION: Ottawa Head Office
DIVISION: Condominium
DATE: June 1, 2010
POSITION CLOSES: June 15, 2010

Apollo currently has an opening for a Senior Property Accountant/ Controller, whom will be responsible for the duties outlined below.

Senior Property Accountant/ Controller – Position Description

- Responsible for accounting and analyzing transactions of assets and liabilities; equity, revenues, expense accounts and the preparation of sales, goods and service tax.
- Prepared budgets, corporate tax returns and financial statements.
- Supervise a team that handles the Accounts Payable and Accounts Receivable
- Open Bank Accounts for new corporations
- Verification of coding and payment authorization.
- Preparing cheque requisitions for utilities and recurring payments
- Monthly rent rolls for Condominium Properties
- Maintaining postdate cheques, and preparing monthly deposits
- Monthly bank reconciliation's for all condominium properties
- Preparing condominium operating statements as required, including accruals, and general ledger detail
- Prepare bank deposits and record deposits in Spectra
- Posting journal entries and transfers into the general ledger
- Manage external Audits
- Prepare condominium audit files as required, includes auditing all income and expense accounts and the balance sheet accounts
- Set up new properties in Spectra
- Assist in reconciliation of bank accounts.
- Keying in budgets.
- Closing of year ends in Spectra.

Senior Property Accountant/ Controller – Position Specifications

- Post Secondary Education in Accounting
- Candidates must possess experience with computer software applications, not limited to, but including Windows, Microsoft Word, Microsoft Excel, and accounting software.
- Spectra Property Management software experience would be a definite asset.
- Minimum 5 years accounting and supervisory experience
- Individual must have problem- solving abilities.
- An extensive familiarity and understanding of mathematics.
- The position requires good organizational skills with the ability to prioritize workload and accept a great deal of responsibility.
- Candidate must be able scrutinize records and audit accounts.