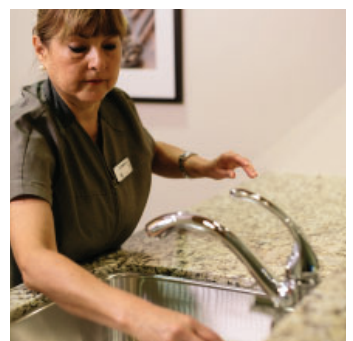
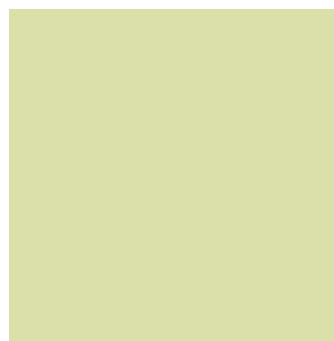
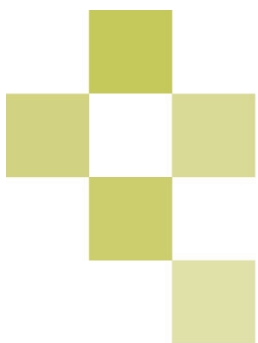


WE'RE HIRING!
• Property Accountant





Tapestry®

Make a Difference with Tapestry

Position Title:

Property Accountant

Location:

Tapestry
1 190 Hornby Street
Vancouver, BC V6Z 2K5

Submissions to:

Gemma Fetterley, Director of Finance
GFetterley@DiscoverTapestry.com

Qualifications & Requirements:

- You lead with courage and passion, serve with compassion and respect, and communicate clearly
- You are looking for meaningful work in a fast-paced, highly collaborative environment
- You are highly-organized, self-motivated and efficient with the ability to work independently
- 1-2 years of progressive property management accounting experience
- Previous real estate experience is required
- Diploma in Business/Accounting/Commerce is an asset
- Intermediate experience with excel required
- Enrollment in CPA program is an asset

The successful candidate can expect a competitive compensation package working as part of a highly-dedicated team.

Full Time opportunity available:

Reporting to the Director Finance, Tapestry, this role requires an experienced individual who is capable of being part of a team, adept at finding solutions and capable of juggling a variety of initiatives. Major responsibilities include but are not limited to maintaining up-to-date, complete and accurate accounting records (resident billing, AP invoice coding, marshalling the AP approval process, journal entries, accruals etc.), knowledge and application of the annual tenant cost recoveries and adjustment billings to tenants; preparing monthly electronic pre-authorized rent payment transfers and preparing daily NSFs as required; depositing, recording, and reconciling cheques applicable to multiple properties (payables and receivables); creating and analyzing outstanding arrears reports, and preparing and processing monthly management fee and lease fee calculations.

About Tapestry:

We create memorable moments in thriving, connected communities where individuals experience healthy and fulfilled lives. Tapestry has redefined the traditional model of seniors housing. We provide residents with a wealth of options and services. Whether residents want to socialize with friends and neighbours at one of our community events, keep strong, flexible and fit with personalized workout routines, enjoy a made-to-order gourmet meal in the full-service restaurant or prepare a favourite dish in their own full-sized, in-suite kitchen – at Tapestry, it is all possible.