

At **CreateTO**, we are a catalyst for city building, using our expertise and innovative thinking to help the City make the best use of its real estate to pursue its diverse goals.

**CreateTO** is part of a new City of Toronto city-wide real estate service delivery model that centralizes all real estate activities and integrates key functions to enable better coordination and execution of real estate strategies.

### **The Opportunity**

Reporting to the Controller, the **Manager, Financial Reporting & Accounting** is a key member of the Finance team responsible for ensuring the accuracy and completeness of monthly, quarterly and annual reporting requirements. This role will also establish a culture of continuous improvement; in particular looking to enhance processes, the timing of information and the communication of results.

### **Qualifications**

- Minimum 5 years of related experience in property management/development/real estate industry in a progressively responsible position with experience in real estate accounting principles and audit practices
- CPA designation required
- Knowledge of IFRS. PSAB knowledge is an asset
- Superior attention to detail, time management and organizational skills
- Ability to work independently, meet deadlines and work well under pressure
- Excellent Microsoft Office skills; knowledge of Yardi would be an asset
- Effective communication skills (verbal and written)
- Ability to collaborate within a team environment and work independently with minimal guidance
- Excellent organizational and co-ordination skills with the ability to effectively manage time and priorities, and multiple tasks
- Excellent interpersonal skills, research, analytical, problem solving,
- Technical accounting background from a real estate perspective (construction draws, job costing and tenant recoveries) is a strong advantage

**CreateTO** is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to [careers@createto.ca](mailto:careers@createto.ca) quoting the job title in the subject line by Friday, June 28, 2019. Only those individuals selected for an interview will be contacted. No agencies at this time please.