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## **JOB DESCRIPTION**

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**Position:** Senior Accountant, Treasury – U.S. Multi-Family

**Reports to:** Director, Finance

**Location:** Head Office

**Department:** Finance

**Revision date:** May 2018

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### **Overview**

Reporting to the Director of Finance, the Senior Accountant, Treasury will be responsible for all cash flow administration and operations for the various entities within the U.S. Multi-Family platform. The candidate will be responsible for providing accurate information, including analysis, recording & forecasting of cash.

### **Duties and responsibilities**

- Overall responsibility for bank account administration and managing Starlight U.S. banking relationships
- Ensuring that cash transactions are booked appropriately through the structure to simplify the year-end tax and simplify the year-end tax reconciliation of intercompany equity
- Responsible for corporate accounts payable
- Responsible for property level cash flow management
- Prepares the monthly cash flow forecast
- Responsible for the monthly distribution process
- Responsible for preparing the monthly bank reconciliations
- Monthly payment and recording of asset management fees
- Ad hoc projects are needed

### **Requirements**

- University degree in Business/Accounting with advanced degree or professional accounting designation (such as CPA, CA, CMA, CGA, CTP) preferred or having completed all requirements with the exception of practical work experience for the CPA program.
- Proficient communication, interpersonal and organizational skills.
- Experience with tax structuring and cash flow management preferred.
- Knowledge of accounting principles, practices and applications.
- Advanced knowledge of MS Office and Excel.
- Management and/or supervisory experience. We are an approved CPA training office, so need to be willing to work closely with staff to teach them and train them, as they work toward obtaining the CPA designation.
- Professional written and verbal communications skills.



- Good problem solving skills and the ability to make the necessary decisions to move forward the work at hand.
- Ability to adapt to and learn new software. Yardi experience preferred.
- Able to work efficiently as a part of a team as well as independently.
- Able to work well under pressure.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Willing to get into the detail, and performing all tasks themselves. While the role has a significant element of review, the environment is dynamic, and the individual needs to be willing to get into the detail.

Interested candidates should send their resume to [humanresources@starlightinvest.com](mailto:humanresources@starlightinvest.com)