



Job Posting

JOB TITLE Accountant

BUSINESS CaraCo Property Management LLC (Florida)

REPORTS TO Corporate Controller

PURPOSE

- To record and maintain CaraCo Property Management LLC’s financial records, using the Yardi property management software.
- To provide reporting, business analysis, and processes for the Florida operations in coordination with the CaraCo Group of Companies’ Canadian operations.

KEY RESPONSIBILITIES

Accounting Duties

- Mail: collecting, opening, and distributing mail, maintaining a “mail out log” of dates and inventory of checks sent.
- Work with Property Managers and Leasing agents to ensure that all rents and other income charged through the tenant ledger are deposited into the appropriate bank accounts and reporting any discrepancies.
- Enter payables into Yardi; match purchase orders with bills, reconcile credit card statements, processing payments to ensure all invoices are paid to suppliers in a timely manner.
- Provide daily bank balance reports to Management/Head Office.
- Track all Florida Power and Light accounts for any vacant unit and ensures any vacant unit is assigned back into the corporate name, then when leased, ensures sign-up by new tenant.
- Assist the Operations Manager with any process development or internal controls, to maximize efficiencies
- Provide documents or support for construction projects and financing.
- Maintain banking records for all operations, conduct reconciliations of all accounts including intercompany accounts, A/R, A/P, and bank accounts and reconcile with Yardi monthly.
- Maintain general ledger in a timely manner and prepare journal entries including payroll entries.
- Inventory and Fixed Asset control including appliances, computer equipment, fitness and pool equipment, furnishings etc. with serial numbers as applicable to maintain information required to pay Florida Intangible Personal Property Tax.
- Work closely with Canadian accounting team assisting with monthly, quarterly, and yearly financial reporting and procedures.
- Annual budget preparation for all Florida operations in conjunction with Corporate Controller and operational management. Calculate budget variances and communicate variances to management/Corporate Controller.
- Liaise with external tax account as required.

SKILLS

- Trustworthy
- Familiar with accounting principles and procedures
- Proficient with MS Windows, Word, Excel
- Proficient in Yardi Property Management software
- Bilingual or trilingual, in English, Spanish and Portuguese, is an asset
- Attention to detail
- Organizational skills
- Time management
- Written and verbal communication skills
- Interpersonal skills
- Problem solving skills

OTHER CHARACTERISTICS

- Customer-service oriented
- Team player
- Positive attitude
- Punctual

EDUCATION AND EXPERIENCE

- Undergraduate degree or associate degree, preferably in business administration or accounting
- Three years' experience in accounting and office management preferred

WORKING CONDITIONS

- This position involves the risk of prolonged sitting and repetitive strain injuries
- Work is primarily indoors

HOURS OF WORK

Monday-Friday, 8:30am – 5:00pm; half-hour lunch

AMOUNT OF TRAVEL

- 95% in office, 5% travel, estimated
- Must have own reliable car

OTHER

The candidate must provide relevant references

If you are interested in this opportunity, please forward your resume to
[**employment@caraco.ca**](mailto:employment@caraco.ca)

**CaraCo would like to thank all applicants. However only those who qualify for an
interview will be contacted.**