



## About Us

Clearview Commercial Realty Inc. is a dynamic and rapidly growing commercial real estate brokerage located in central Calgary. We recently acquired one of the longest-serving independent commercial real estate groups in Calgary, and that's just the beginning.

As we expand our presence in the market, we are not just building a business; we are fostering a sense of community and trust that can only come from a locally rooted firm. We are here to build upon a legacy of offering clients the knowledge, insight, and expertise required for buying, selling, leasing, investing, and developing industrial, office, and retail properties.

At Clearview, we embrace our local roots with a global perspective. Our local ownership structure empowers us to be responsive to the unique needs of our community while nurturing connections with an extensive network of international entrepreneurial firms. We wholeheartedly believe in the value of local expertise and personal engagement. Our steadfast commitment to the local market underscores our deep understanding of Calgary's real estate landscape.

Join us in our journey and contribute to our vision of a thriving, locally empowered real estate company.

## Job Description

**Position:** Senior Accountant

As a Senior Accountant at Clearview, you will manage the full accounting cycle for a commercial real estate brokerage, perform accounting duties for properties under management, and provide all accounting duties and financial analysis for investment properties and related entities.

## Key Responsibilities

**Annual Financial Statements:** monthly, quarterly and annual financial statements, including income statements, balance sheets, and cash flow statements for brokerage and portfolio. Preparation of tax returns, audits, and compliance filings related to real estate entities and partnerships.

**Property Management:** maintain property budgets, prepare forecasts, track financial performance, perform general accounting duties and financial reporting.

**Portfolio Financial Analysis:** perform property specific real estate financial analysis on new and existing acquisitions. Prepare investment proposals and related materials for new acquisitions.

**Funding Management:** assist with lending packages, due diligence, term sheets, and commitment letters as required.

**General Accounting Procedures:** maintain accounting ledgers, accounts receivables and payables, accurate billing and invoice management, and perform reconciliations and reports as required.

**Audits and Reporting Requirements:** assist with year end audits and prepare supporting documentation, ensuring compliance with all regulatory bodies (RECA).

**Commercial Real Estate:** Stay informed about industry trends, regulations and best practices in real estate accounting and property management.



## Qualifications

### Experience:

- Must have 3-5 years of experience working in the field of commercial property management, commercial brokerage, commercial real estate development or commercial lending.
- Must have experience preparing financials for corporations, limited and general partnerships.
- Proficient in QuickBooks and experienced in property management systems (ie: Yardi).
- Strong knowledge of GAAP.
- Experience in real estate financial analysis using financial modelling to evaluate and provide recommendations.
- Previous experience as a Controller in Real Estate considered an asset.
- Knowledge of commercial mortgage lending and construction finance considered an asset.
- Detail oriented with ability to work with little oversight.

**Education:** Completion of or working toward CPA designation, bachelor's degree in accounting, finance, or related field.

## What We Offer

Flexible hours and an opportunity for a modified work week (minimum in office hours 3-days per week). Benefits available. Free parking. Convenient central Calgary location.