

POSITION DESCRIPTION

Title:	Senior Accountant – Vestcor Real Estate Fund
Department:	Finance Operations
Immediate supervisor:	Director Finance Operations

CORE ACCOUNTABILITY

Reporting to the Director Finance Operations, the Vestcor Real Estate Fund - Senior Accountant acts as a financial controller and oversees all accounting functions for the Vestcor Real Estate Fund (the “Fund”) including reporting on Environmental, Social and Governance issues. The Vestcor Real Estate Fund Senior Accountant is responsible for the financial statement preparation, management information reporting, annual budget process, income and commodity tax compliance and peer benchmarking for the Fund as well as the Fund’s wholly owned real estate subsidiary. Working in a collaborative environment within the Finance Team, the Vestcor Real Estate Fund Senior Accountant also liaises with the Vestcor Fund Accounting Team and other administration teams in connection with overall investment accounting.

MAJOR RESPONSIBILITIES

1. Prepares quarterly and annual financial statements for the Fund and the Fund’s wholly owned real estate subsidiary.
2. Coordinates the annual audit process of the Fund and the Fund’s wholly owned real estate subsidiary.
3. Oversees accounting activities of all external property managers of the Fund.
4. Oversees annual budget preparation for properties and prepares consolidated budget for the Fund.
5. Assists with research and analysis for changes in accounting standards related to real estate investments.
6. Coordinates quarterly property appraisal process for the Fund.
7. Coordinates quarterly debt mark-to-market process for the Fund.
8. Responsible for striking quarterly Net Asset Value Per Unit for the Fund.
9. Provides ad hoc support for Director Finance Operations and CFO.
10. Performs other backup duties within the private markets accounting team.
11. Oversees process for collecting and reporting on environmental, social and governance issues related to the Vestcor real estate portfolio.

COMPETENCY PROFILE

1. Chartered Professional Accountant designation (CPA) and good fundamental knowledge of International Financial Reporting Standards and Accounting Standards for Private Enterprises.
2. Eight years of Accounting Experience
3. Strong problem-solving and analytical skills along with a keen attention to detail.
4. Knowledge of the Yardi accounting platform for real estate is an asset.

5. Advanced Excel spreadsheet skills and strong user of computer applications.
6. Team player, strong presentation and communication skills for both internal and external (client) audiences.
7. Excellent multi-tasking skills.
8. Written and spoken competence in English is required and French would be considered an asset.