

## **Analyst, Corporate Accounting, Toronto**

---

### **The Role**

CBRE Caledon has an exciting opportunity for an exceptional Accounting Professional to join our Accounting & Finance Team. This position will have corporate accounting responsibilities and be a key member of the group responsible for corporate reporting as well as investment reporting for clients including specific investment vehicles. Working closely with senior level accounting professionals and reporting to the Manager, Corporate Accounting, primary corporate accounting responsibilities include:

### **Responsibilities:**

- Prepare journal entries and maintain QuickBooks accounting ledgers for multiple entities/currencies
- Prepare daily cash reports and monitor cash and credit card available balance
- Prepare and process employee expense reports and corporate expenses (including credit card reports) and submit for direct-deposit as necessary
- Review and manage the accounts payable and receivable process
- Work closely with the investment and finance teams to finalize calculations prior to invoicing and to track and monitor expenses for recovery
- Prepare monthly HST returns, monthly EHT filings, monthly bank reconciliations and month-end journal entries
- Prepare supporting schedules and documentation for auditors for the year-end audit
- Involved in the monthly reporting and analysis to CBRE Global Investors
- Pro-active approach to the role and suggest improvements/enhancements to the current processes
- Involved in special projects as required

### **Qualifications**

- Post-Secondary degree in Accounting with solid knowledge of accounting principles, financial accounting, reporting and analytical techniques and financial accounting systems
- 1-3 years of relevant accounting experience; experience working in financial services / investments preferred
- Strong knowledge of Microsoft Office applications with an advanced knowledge of Excel; experience having worked with QuickBooks is an asset
- Exceptional attention to detail and accuracy; ability to maintain confidentiality
- Excellent oral and written communication skills; proven ability to interact with all levels of an organization

Further, you are an ambitious self-starter and a solid team player with a positive attitude. You possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to “roll up your sleeves” in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.