

Accountant

Job ID
51479

Atlantic Bridge Investments (Canada) Inc. (ABI)

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LOCATION	DATE POSTED	EXPIRY DATE	
18 Wynford Drive, Suite 607, North York, ON, M3C 3S2, North York, ON Ontario	23-09-2026	22-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$42/hour	3 years to less than 5 years	Bachelor's degree

Job Details

Accountant

Atlantic Bridge Investments (Canada) Inc. (ABI)

Location: 18 Wynford Drive, Suite 607, North York, ON, M3C 3S2

Work Location: On site — work must be completed at the physical location; there is no option to work remotely

Salary: \$42.00 hourly / 40 hours per week

Terms of Employment: Permanent employment, Full time

Schedule: Early morning, Evening, Morning, Night, Day, Weekend

Start Date: As soon as possible

Vacancies: 1 vacancy

Job Bank #3674290

About ABI

Atlantic Bridge Investments (Canada) Inc. ("ABI") is a Canadian real estate holding and investment company that owns and operates real estate assets in Ontario. ABI is responsible for property holding, leasing, asset management, tenant relations, vendor coordination, financial administration, and strategic planning relating to its real estate operations.

ABI is seeking a dedicated, detail-oriented Accountant to manage full-cycle accounting, financial administration, and system implementation for our established portfolio of commercial and residential properties across the Niagara Region. This role is critical to supporting ABI's existing operations (spanning 6 properties and approximately 40 tenants, with a strong focus on commercial tenant management), managing financial requirements for upcoming multi-million dollar development projects, and leading the deployment of Yardi Breeze.

Overview

Languages: English

Education: Bachelor's degree in Accounting and finance

Experience:

- 3 years to less than 5 years
- Experience in the real estate holding or property management sector, with demonstrated experience in commercial tenant accounting, is considered an asset.

Work Setting:

- Urban area
- Real estate company
- Private sector

Responsibilities

Core Accounting Tasks

- Manage balance sheets and profit/loss statements
- Plan, set up and administer accounting systems
- Ensure accuracy and compliance to accounting standards, procedures and internal control
- Prepare financial information for individuals, departments or companies
- Prepare reports and audit findings
- Prepare financial statements and reports
- Recommend improvements to accounting systems and management practices
- Develop and maintain cost findings, reporting and internal control procedure
- Analyze financial documents and reports
- Examine accounting records
- Provide financial, business and tax advice
- Assist in the planning and execution of financial statement audits
- Variance analysis
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Oversee payroll administration

Additional ABI-Specific Duties

- Administer full-cycle accounting and financial reporting for ABI's properties, including accounts payable (AP), accounts receivable (AR), bank and account reconciliations, general ledger maintenance, and vendor payments
 - Prepare monthly, quarterly, and year-end property-level financial statements and management reports
- Support tax and regulatory compliance by maintaining accurate financial records and preparing required tax-related information and documentation.
- Coordinate with external accountants, auditors, tax advisors, financial institutions, and other professional advisors as required.
 - Oversee tenant and lease-related accounting for ABI's commercial and residential tenant base by tracking rental revenues and managing receivable activities
 - Review lease-related financial information and ensure accounting records accurately reflect applicable rental and recoverable charges
 - Coordinate with property-management personnel and commercial tenants regarding financial and accounting matters
 - Prepare, calculate, and manage annual Taxes, Maintenance, and Insurance (TMI) estimates and conduct formal year-end TMI reconciliations for commercial tenants
 - Lead the setup, data migration, validation, and ongoing maintenance of Yardi Breeze, while establishing robust internal controls and transitioning manual processes into the Yardi system

- Provide dedicated financial oversight for ABI's upcoming development and redevelopment, tracking construction expenditures, professional fees, and project budgets
- Prepare annual property budgets, track variances, monitor cash flow, and assist with financing-related administration
- Conduct financial analysis of property and business operations, including reviewing financial performance, identifying variances and trends, and providing financial insights to management to support budgeting, investment, and operational decision-making

Experience and Specialization

- Computer and Technology Knowledge:
- Accounting software
- QuickBooks
- MS Office
- Internet
- MS Excel
- MS Windows
- MS PowerPoint
- MS Outlook
- Yardi Breeze or Yardi Voyager (considered an asset)
- Rent Café
- DEXT
- Wagepoint

Area of Specialization:

- Financial planning
- Financial examination
- Financial technology
- Accounting

Additional Information

Security and Safety:

Criminal record check

Work Conditions and Physical Capabilities:

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload
- Large workload

Personal Suitability:

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills

- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Interpersonal awareness
- Judgement
- Organized
- Reliability
- Team player
- Ability to multitask
- Adaptability
- Due diligence
- Proactive

Who Can Apply for This Job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- Other candidates, with or without a valid Canadian work permit

How to Apply

Please submit your resume and cover letter by email to: atlanticbridgeinvestments_jobs@outlook.com

Applications and employment-related inquiries for this advertisement must be submitted by email. Telephone applications and inquiries will not be accepted. Only applicants selected for further consideration will be contacted.