



## Search Profile

# Property Accountant

## Servis Realty Inc.

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## The Organization

Servis Property Management is a fast-growing Edmonton-based commercial property management firm overseeing approximately 4 million square feet across 66 commercial properties. The organization has earned a strong reputation for delivering responsive, high-touch service and exceptional financial oversight, which has become a key differentiator in the market. Led by a hands-on CPA-designated CFO, the company places significant emphasis on strong accounting practices, operational excellence, and treating every property with an ownership mindset.



The culture at Servis is highly collaborative, entrepreneurial, and team-oriented, with a strong focus on trust, accountability, and long-term growth. Employees are given meaningful responsibility, broad exposure to full-cycle property accounting, and the opportunity to work closely with leadership in a lean, supportive environment. With continued year-over-year growth, a stable client base of private investors and ownership groups, and a commitment to employee development, Servis offers an engaging environment for professionals seeking both career progression and a strong workplace culture.

## Attractions & Opportunities

- **Collaborative, People-First Culture** | A supportive, team-oriented environment built on trust, accountability, and a “zero drama” culture.
- **Strong Leadership & Mentorship** | Employees work closely with an experienced CPA-designated CFO who provides hands-on guidance and development.
- **Career Growth Opportunities** | Continued company growth creates strong potential for increased responsibility and long-term advancement.
- **Diverse Accounting Exposure** | Gain experience across full-cycle property accounting, including reporting, budgeting, reconciliations, and forecasting.
- **Stability & Flexibility** | A hardworking but understanding environment that offers flexibility, strong benefits, and employee-focused perks.

## The Position

**Reports To:** Chief Financial Officer

**Location:** On-site, Edmonton, AB

Reporting to the CFO, this role will be responsible for full-cycle property accounting, including financial reporting, reconciliations, budgeting, forecasting, and year-end preparation across a diverse commercial real estate portfolio. This opportunity is well suited for a detail-oriented accounting professional seeking strong mentorship, broad exposure, and long-term career growth within a collaborative and entrepreneurial environment.

## Key Responsibilities

- **Full-Cycle Property Accounting**  
Manage all aspects of property accounting, including reconciliations, financial reporting, budgeting, forecasting, and year-end preparation across a commercial real estate portfolio.
- **Accounts Payable & Receivable Oversight**  
Support timely and accurate processing of payables, receivables, collections, and cash flow activities.
- **Financial Reporting & Analysis**  
Prepare monthly financial statements, variance analysis, and reporting packages to support operational and client decision-making.
- **Budgeting & Forecasting Support**  
Assist with annual budgets, forecasting, and financial planning initiatives for multiple property entities.
- **ERP & Accounting Systems Management**  
Utilize Yardi Voyager and other accounting platforms to maintain accurate financial records and reporting processes.
- **Audit & Year-End Coordination**  
Prepare year-end working papers and maintain organized documentation to support audits and external reporting requirements.
- **Cross-Functional Collaboration**  
Work closely with the CFO, accounting team, and property operations to support portfolio performance and client service excellence.

## Defining Success

This section outlines what success looks like in the first year of the role, including measurable objectives and the key traits that will contribute to a successful fit within the organization.

### Year One Objectives

- Successfully manage full-cycle accounting responsibilities for an assigned commercial property portfolio
- Deliver accurate and timely financial statements, reconciliations, budgets, and year-end working papers
- Develop strong proficiency in Yardi Voyager and internal accounting/reporting processes
- Build effective working relationships across the accounting and property operations teams
- Contribute to process improvements and support the continued growth of the accounting function
- Demonstrate strong ownership, accountability, and the ability to manage competing deadlines in a fast-paced environment

## Candidate Profile

### Competencies & Attributes

- **Accounting & Financial Acumen** | Strong understanding of full-cycle accounting principles, financial reporting, reconciliations, and budgeting processes.
- **Attention to Detail** | Demonstrates a high level of accuracy and thoroughness in financial analysis, reporting, and data management.
- **Accountability & Ownership** | Takes initiative, works independently, and follows through on responsibilities with a proactive mindset.
- **Organization & Time Management** | Effectively manages multiple priorities and competing deadlines in a fast-paced environment.
- **Problem-Solving Ability** | Able to identify discrepancies, analyze issues, and recommend practical solutions.
- **Collaboration & Team Orientation** | Works well within a collaborative, low-ego team environment and supports colleagues when needed.
- **Adaptability & Learning Agility** | Open to learning new systems, processes, and responsibilities within a growing organization.
- **Communication Skills** | Communicates clearly and professionally with internal teams, leadership, and external stakeholders.

- **Systems & Technical Aptitude** | Comfortable working with ERP and accounting platforms, including Yardi Voyager and Excel.
- **Cultural Fit & Professionalism** | Demonstrates professionalism, reliability, and alignment with a hardworking, people-first culture.

#### **Education and Experience**

- Bachelor's degree in Accounting, Finance, or a related discipline preferred
- CPA designation or active pursuit of a CPA considered a strong asset
- Minimum of 3 years of accounting experience required
- Previous experience within property management, real estate, or a multi-entity environment preferred.