

**Devon Properties Ltd.**  
Victoria's Premier Property Management Firm

## **PROJECT ACCOUNTANT**

Victoria, BC

*Established in 1981, Devon Properties Ltd. ("Devon") is proud of our reputation as the premier property management and real estate services firm in Victoria, BC. At Devon, we combine industry expertise with a deep understanding of today's residential and commercial property challenges, to provide our clients and tenants a best-in-class service offering.*

*At Devon, we know that being best-in-class means empowering our people to be the very best they can be – so they can make an impact that matters for clients, residents, colleagues and the community, and for their own careers. We're always looking for energetic, driven people to add to our highly valued corporate culture, and are proud of our collaborative office environment, encouraging camaraderie across departments.*

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### **Job Description**

#### **Accountant**

Devon is currently seeking a Project Accountant the Victoria, BC office. Duties include, but are not limited to, the below responsibilities.

#### **Responsibilities**

- Accounts Receivable follow up and data entry
- Accounts Payable: matching, batch, cheque processing, ensure vendors are paid in a timely manner
- Serve as backup support for other administrative staff when required
- Prepare monthly financial statements, bank reconciliations and journal entries ensuring reporting deadlines are met in a timely manner
- In conjunction with the broader accounting staff, processes the daily, weekly, monthly and annual client accounting operations (e.g., accounts payable)
- Assist Property Managers with financial accounting inquiries and research
- Perform other related duties as assigned

#### **Qualifications**

##### **Technical & Functional Skills**

- Highly proficient in MS Office (Word, Excel, Outlook, and PowerPoint)

- Knowledge of property management software would be an asset (Spectra or YARDI)
- Ability to gain a strong command of new systems (e.g., real estate services software)

Education and Experience

- Prior experience in real estate / legal / accounting industry preferred
- Post-Secondary education and accounting designation preferred
- Expert in multi-tasking, organizing, and prioritizing
- Must be proficient with advanced excel (pivot tables, V-Look ups, Macro's, Sorting )
- Detail oriented with ability to work independently and prioritize workload
- Demonstrates a high level of integrity and professionalism
- Energetic, responsive team player with the interest to take initiative and work in a fast-paced environment

For more information and to apply for this job, please email:

[careers@devonprop.com](mailto:careers@devonprop.com)

We thank all applicants; however, only those selected for further consideration will be contacted. All successful candidates will be subject to background checks.