



Property Accountant – Regina, SK

Harvard Property Management Inc. is a Western Canadian based innovative commercial property management company recognized for its commitment to its community and its employees. We are looking for a knowledgeable and reliable individual who is excited to enter a well-compensated position in a great work environment.

The **Property Accountant** will be working directly with the property management team to manage financial and accounting services of a portfolio of commercial buildings. The successful candidate will be preparing budgets, monthly and year-end financial statements, cash flow statements, and annual projections.

Ideally, the successful candidate will have completed an accounting diploma, though equivalent book keeping experience will certainly be considered and have two to three years experience. In addition to this, we will be looking for several **key skills**, including:

- the initiative to work both independently and in a team environment;
- an expert understanding of spreadsheets;
- fantastic organizational skills;
- a working knowledge of GAAP; and
- excellent verbal and written communication skills

In return for your skills and service, we are proud to offer a fantastic **compensation package** that includes:

- A highly competitive salary and incentive program
- an extensive health & wellness and pension plan
- a scholarship program for the children of employees

Interested applicants should send their resume and cover letter in confidence to careers@harvard.ca by March 8, 2010 quoting HPMI-10-01. For more information please visit our website at www.harvardmanagement.ca or www.hillcompanies.com.