

## **The Opportunity:**

R2 Capital Partners is looking to hire a dedicated and experienced real estate bookkeeper to join our dynamic development team. Reporting directly to the managing partners of the company, the position is responsible for accounting for various entities. This includes preparing journal entries, monthly balance sheet reconciliations, income statement analysis, year-end audit and assisting with the preparation of consolidated financial reporting. This position also requires the applicant to apply financial applications to our mortgage lending, real estate transactions and investment sectors.

Applicants must have exceptional attention to detail, the ability to multi-task and prioritize work with minimal supervision, a high degree of professionalism, strong communication skills and a positive attitude! At R2 Capital we are committed to fostering an inclusive, equitable, and accessible environment where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects diversity and where every team member has the opportunity to reach their full potential.

## **Company Overview:**

R2 Capital Partners Inc. is solely dedicated to real estate investments. Engages in acquisition, redevelopment and management of residential real estate throughout Canada and South Eastern, United States, with a primary focus on Canada's west coast prairies, east coast, and the United States sunbelt regions. We seek to leverage our resources and partnerships to generate attractive returns and to make a positive impact on the areas in which we invest.

## **Responsibilities:**

- Perform daily book-keeping and monthly bank reconciliation for all company bank and credit accounts
- Comply with regulatory guidelines when performing reconciliation and record-keeping activities
- Prepare all records and books and coordinate with the company's accounting firms for Year-End Filings
- Handle Accounts Payable and Receivables, and perform the necessary record keeping
- Perform Staff/Contractor Payroll on a bi-weekly basis
- Support team requests for information
- Management of company funds as required
- Communicate with Business Partners
- Generate financial information for quarterly and annual reports
- A detailed review of monthly cash flow analysis and detailed review of acquisition, disposal and refinancing journal entries
- Open, process and close all real estate transactions
- Handle all accounting and financial related inquiries on the company's behalf

## **Qualifications & Requirements:**

- University degree in finance or accounting (preferred)
- Experience in the real estate industry (preferred)
- Strong QuickBooks Experience
- Advanced user of Microsoft Excel
- Able to Work Under Pressure
- Ability to Work with Minimal to no supervision
- Have experience working effectively in a fast-paced company experiencing growth

- Minimum 2-3 years of experience working in a payroll/accounting environment
- Able to work with confidential information

Job Type: Full-time

**Perks:**

- Remote work
- Work on the cutting edge of real estate innovation
- Be surrounded by a high-level team, each participating in various investments in real estate
- Learn the ins-and-outs of real estate investment
- Join a small and nimble team, allowing for more flexibility and transparency

Schedule:

- 40-hours per week. Flexible Schedule.

Job Duties:

- Monitoring company accounts and conducting quarterly reviews
- Accounts payable
- Accounts receivable
- Preparing financial statements (e.g. balance sheet, P&L, statement of cash flows)
- Processing expense reports
- Cost reduction proposals
- Payroll
- Conducting planning, budgeting and forecasting processes
- Reviewing and maintaining internal controls processes and systems
- Presenting budgets and reports to upper management

Additional Duties:

- Recordkeeping
- Account reconciliation
- Invoice processing
- Running errands (bank deposits, etc.)
- Data entry

Work remotely:

- Yes