

## ***OFFICE AND ACCOUNTING ADMINISTRATOR***

**NANAIMO, BC**

**\$55,000 – 70,000**

On behalf of our client, Kelland Ventures, a versatile enterprise, specializes in managing a diverse portfolio of real estate assets, spearheading commercial property ventures, and overseeing operations in sectors such as hospitality and marine industries, alongside exploring new business avenues. We are on the lookout for an Office and Accounting Administrator to join our team in Nanaimo. The perfect fit for this role would be someone ambitious, possesses an entrepreneurial spirit and is keen to advance their career within a vibrant and fast-paced setting.

### **About Kelland Ventures**

Our dynamic team, composed of CPA accountants, financial experts, and innovative business developers, operates a portfolio of thriving companies. We deliver comprehensive financial and operational assistance to our portfolio businesses, fostering their growth and management within their respective sectors. Our expertise spans a diverse range of industries, including property management, hospitality, real estate development, leasing, marine infrastructure, boat sales, and venture capital investments. The successful candidate will join our finance department, contributing to various financial and administrative capacities. This role is pivotal in enhancing our operational efficiency and requires meticulous organizational abilities coupled with a passion for professional development within our accounting and operations division.

### **Key Responsibilities**

- Oversee property management financial records, such as rent collection processes, budgeting, expense tracking by property, compliance with documentation, and filing of records both digitally and physically.
- Log maintenance requests from tenants prioritize and coordinate repairs with maintenance staff or external contractors.
- Maintain monthly reporting procedures for ownership and partners, including both quantitative and qualitative data.
- Handle general expenses and credit card reconciliations.
- Provide property administrative support, including financial and non-financial reports, record keeping, contracts, applications, surveys, research, minutes, and follow-up actions.
- Handle incoming calls, emails, and other communications, directing them to appropriate parties or taking messages as necessary.
- Manage and organize company files and records, ensuring they are up-to-date and easily accessible.
- Assist in the preparation and processing of company correspondence, reports, and presentations.
- Coordinate with tenants, customers, suppliers, and operations teams.
- Assist in developing new procedures to improve efficiency.
- Process invoicing for both internal and external clients.

- Support tenant relations, including rent collections and R&M scheduling with the operations team.
- Conducting property showings for prospective tenants, highlighting the features and benefits of the property.
- Create and update listings for available properties on various platforms, ensuring they are accurate and appealing to potential tenants.
- Manage daily accounting tasks: accounts payable/receivable, journal entries, bank reconciliations, and GST/PST filings for multiple different companies.
- Support other duties as needed

## Skills and Qualifications

- Minimum 2+ years of experience in a similar role. Property or office administration experience is an asset.
- Detail-oriented with strong problem-solving skills.
- Highly organized self-starter able to initiate and manage new processes.
- Ability to prioritize and multitask in a growing environment.
- Quick thinker with initiative for unstructured tasks.
- Able to work independently and as part of a team.
- Excellent oral and written communication skills.
- Strong proficiency with MS Office applications is a must (Excel, Outlook, Word).
- Experience with accounting software is a must (QuickBooks Online). Yardi property management system experience is an asset.
- Professional demeanour and ability to handle confidential and sensitive information.
- Experience with commercial leasing and construction projects is desirable.

If you're ready to take on this exciting role, please submit your resume to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca) We're eager to learn more about you!