



JOB TITLE	Director, Accounting – International Investments
LOCATION	Toronto (RBC Plaza)
SALARY	Negotiable based on experience
CONTACT	Jeff Richmond
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CORP. WEBSITE	www.oxfordproperties.com
DETAILS	www.nafor.com/2436

POSITION SUMMARY

The Director, Accounting - International will be responsible for managing the International Investments Portfolio which comprises third party managed assets in the US (Washington and New York) and Europe (London and Paris) and an Oxford managed portfolio of assets in Boston. This position will report directly to the VP, Financial Reporting and will be responsible for managing a team of up to 12 professionals.

The key responsibilities will be financial review and variance analysis for various International investments (including direct investments, funds and development projects) managed by third parties, property accounting functions for Boston assets, accounting for new acquisitions, preparation of statutory and audited financial statements, ensuring statutory and regulatory compliance and reporting the results of the US and European regions and active participation/management of Special Projects. This Position will also assist in the establishment of policies and procedures and systems to support the global management function.

The position requires strong leadership, analytical and communication skills with the ability to interact with all levels of the organization. The individual will also require knowledge of the real estate industry and be able to apply various reporting principles. The individual should have experience working in a large corporation with a complex organizational structure.

TO APPLY

Please provide a resume and/or LinkedIn profile as well as an email and mobile phone number that we can use to contact you directly. Please apply at www.nafor.com/2436 or call Jeff Richmond at 416-238-6400 or by email at jrichmond@nafor.com

QUICK FACTS ABOUT OXFORD PROPERTIES

- 1700 Employees
- One of Canada's "Top 10 Corporate Cultures"
- \$31 Billion in assets under management
- 56 Million sq/ft of leasable space
- Global property portfolio: Canada (65%), U.S. (18%), Europe (17%)
- Assets include: office, retail, industrial, residential and hotels
- Properties include: TD Tower, RBC Plaza, Yorkdale, Banff Springs Hotel and Hudson Yards.
- Oxford is the real estate arm of the Ontario Municipal Employee's Retirement System (OMERS)

RESPONSIBILITIES

General

- Accounting for international investments, IFRS, US GAAP, foreign currency, complex reporting structures
- Working with third party managers to ensure timeliness, quality and consistency of information
- Internally interface with members of the Finance and Strategy team and a key contact for Oxford's International Asset/Investment Management Teams.

Monthly and Quarterly Reporting

- Oversight of accounting and management reporting for international assets (located in the US, UK and France) including monthly reporting, preparation of sub-consolidation and legal entity financial statements, audits and other ad hoc reporting. Users of the information include Oxford Executives, Independent Board members, JV Partners, Lenders
- Timely and accurate monthly reporting; review and approve monthly financial results
- Assist with preparation of internal management reporting package
- Cash management
- Participate in monthly Operations / Accounting meetings on portfolio planning and the discussion and presentation of property results.

Budget and Strategic Plan

- Develop, communicate and monitor annual budget timelines
- Assist in the preparation of the Strategic and Operating Plans through working with Property Managers and Asset Managers
- Consolidate quarterly forecast and annual budgets for international assets.

Tax and Compliance

- Review and approval of tax financial statements for International entities in accordance with Corporate Secretariat procedures
- Assist in the review of tax provisions, as required (including VAT returns as required)
- Ensure compliance with US REIT requirements
- Review lender compliance

Additional

- Establish processes and systems to support the global management platform
- Standardized reporting timelines, reporting packages, etc.
- Act as key contact for third party accounting and corporate secretariat providers
- Coordinate annual and interim audit procedures with external auditors
- Assist with the preparation of annual audited and reviewed financial statements
- Other special projects as required
- Participate in transactions including acquisitions and dispositions as required
- Determine appropriate accounting treatment for acquisitions and dispositions
- Integrate new properties into Oxford's accounting and reporting platform.
- Leadership / people management
- Lead, develop, motivate team, including department of nine team members including a senior manager, three accounting managers and five accountants

QUALIFICATIONS:

- CA designation with minimum of ten total years of experience
- Minimum of 4 years in public practice at a Big Four firm and minimum 3 years industry experience
- Real Estate experience strongly preferred
- JDE experience is an asset
- Investment Valuation skills and /or investment transaction experience preferred
- IFRS/US GAAP experience is preferred
- Strong Microsoft Office skills are mandatory