



## **Position Summary: Manager, Accounting**

Reporting to the Director, Finance, this position will oversee the day-to-day accounting functions of the corporate head office and manage the financial reporting cycle for American Hotel Income Properties REIT LP (“AHIP”). AHIP is a publicly traded REIT listed on the TSX with approximately \$1 billion in assets consisting of 78 hotel properties in the United States. Since inception, AHIP’s portfolio has grown and evolved immensely as one of its primary business objectives is to expand its asset base. This growth trajectory provides for a dynamic and challenging opportunity to progress your career. Our corporate head office is in beautiful Vancouver, BC.

As Manager, Accounting, the key responsibilities will be to lead the team to meet reporting deadlines, to facilitate the interactions with the external auditors, and to develop your team members. You will be encouraged to identify and implement process improvements to achieve efficiencies. You have experience with public company reporting requirements, consolidation, foreign currency translations, and you are excited by the challenge of a complex organizational structure. You have one to four years of post-CPA designation experience, preferably in public practice.

As Manager, Accounting, you are flexible and can embrace new challenges as they arise, but you will be accountable for the following core responsibilities:

### Financial Reporting and public company filings

- Prepare consolidated IFRS financial statements with note disclosures for external reporting.
- Prepare monthly consolidated financial statements for internal management reporting.
- Manage the preparation of audit and tax working papers.
- Prepare accounting memos and interpretations on IFRS application.
- Review consolidation working papers.
- Review quarterly lender reporting.
- Preparation and review of other public company filings.
- Preparation of Canadian tax provision.

### Internal controls over financial reporting

- Establish, document, monitor and test internal controls policies and procedures to support quarterly ICFR certifications.
- Monitor compliance with all company accounting policies and procedures.



### Financial Analysis

- Prepare, analyze, and report financial data analysis to support C-Suite's decision-making process.
- Achieve budget objectives by scheduling expenditures, analyzing variances, and initiating corrective actions.
- Prepare special reports by collecting, analyzing, and summarizing information.
- Comply with federal, state, and local legal requirements, such as communicating new IFRS guidance, preparing Canadian statistics surveys, filing related financial reports, and advising senior management on needed actions.

### Accounting systems

- Manage the use of the NetSuite accounting system, including training staff, managing software upgrades, and leading specific customization work.
- Build NetSuite reports as needed to support month end and quarter end processes.

### Internal and External Team Management

- Supervision of direct reports, which includes:
  - Managing the workflow and the workload of direct reports
  - Collaboratively setting the individuals' performance objectives.
  - Reviewing journal entries all working papers produced by direct reports.
  - Providing coaching and ongoing feedback, including written year end evaluations
- Work directly with AHIP's hotel service provider to reconcile intercompany, fixed assets, and other operational and financial information.
- Encourage learning and growth and foster a fun and engaging work environment.

We are a small but mighty professional team on a mission to find the right person to join us. We always work hard, but we never forget to laugh. We embrace working remotely, but we are always connected through technology and daily connection. We do not have egos and we strive to do better today than we did yesterday. Most importantly, we are all self-proclaimed foodies and believe that a team that enjoys to eat together are... just happier! Do you think you can impress us with your financial acumen and your love for food? Come join us. Contact [careers@ahipreit.com](mailto:careers@ahipreit.com).