



American Hotel Income Properties has an immediate opening for a full-time Accountant to join our growing team. This is an excellent opportunity to join a dynamic cross-border REIT headquartered in Vancouver, BC. American Hotel Income Properties REIT LP ("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 it pivoted to focus on expanding its Premium Branded hotel operations. This growth trajectory provides for a dynamic and challenging opportunity to progress your career.

Reporting to the Manager, Accounting, your primary responsibilities will be to provide accounting assistance to the finance team. You will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement preparation, and analysis.

Key Responsibilities:

- Enter cash related entries, purchase invoices and expense reports into the accounting system
- Prepare cheque, wire, credit card payments and internal transfers between company accounts
- Prepare monthly lease invoices and record lease deposits
- Prepare journal entries, including accrual and intercompany entries
- Prepare credit card reconciliations
- Run monthly, quarterly, annually and adhoc accounting reports/ supporting schedules
- Complete monthly GST filings with the CRA
- Assist with the property tax and sales tax process
- Assist with quarterly and annual audit requests
- Perform Monthly/ Quarterly close duties
- Adhoc requests as needed

Key Qualifications and Competencies:

- Positive attitude, eager to learn and self-starter
- Ability to multi-task and enjoys a fast-paced and dynamic work environment
- Team player with a positive attitude
- Strong attention to detail
- High proficiency with MS Office products, such as Excel and Word
- Prior experience in an office environment
- Accounting diploma or degree required
- A serious interest in food and all things food related

If you would like to pursue this career opportunity, please send a cover letter and resume to Rachel Kwok at careers@ahipreit.com