

Position Summary: Accountant

Reporting to the Manager, Finance, this position will play a key role in managing restricted cash and operational cash balances and taking ownership of loan payments and property tax processes 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 77 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 located in beautiful Vancouver, BC.

Responsibilities in this position include but not limited to:

Treasury

- Monitor cash balances in multiple bank accounts and perform transfers as required to satisfy accounts payable requirements
- Work with Manager, Finance to forecast upcoming cash usage while maintaining a minimum cash balance
- Understand the complex REIT structure and ensure that transfers between accounts flow correctly
- Ownership of escrow processes including reconciling balances and validating transactions
- Be the point of contact for communication with loan servicers and answering escrow related questions from team members, senior management and auditors
- Ad hoc banking administration

Loan payments

- Ownership of monthly loan payment process by obtaining loan statements, verifying the accuracy of statements, ensuring adequate cash balances and setting up payments

Property tax

- Manage receipt of property tax statements and liaise with third parties as necessary
- Track and initiate property tax payments and monitor disbursements from restricted cash
- Understand property tax cycles and property tax appeals to analyze reasonability of expense and accruals

Other items

- Manage and file monthly sales tax for multiple entities on a monthly basis including periodic set up of new sales tax accounts
- Assist with quarterly reporting, requests from external auditors, requests from tax consultants, other ad hoc reporting and many more

The ideal candidate will:

- Embrace a fast-paced and dynamic environment
- Manage and prioritize multiple deadlines
- Problem-solve independently and in a team setting
- Communicate effectively
- Collaborate with teammates
- Have a "no job too small and no job too big" attitude
- Post-secondary degree or diploma in Accounting, Finance or a related discipline strongly preferred
- 2-3 years of accounting experience strongly preferred
- Proficiency with accounting software, word processing and spreadsheets

We are a small but tight knit team that likes to work hard and have fun together. We take time out of our day to remember what we are grateful for, share stories of family, weekend adventures or embarrassing moments. We take the initiative to help our teammates during busier times and are looking for someone who is happy to do the same. AHIP currently adopts a hybrid working model with flexibility as needed. If this sounds like an ideal work environment, please send your resume and cover letter to careers@ahipreit.com.