



**Finance Manager**  
FIRSTSERVICE RESIDENTIAL

**Job Category:** Accounting/Finance

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** 3-5 years

**Posted On:** 22 Dec 2024

**Application Deadline:** 20 Jan 2025

## Job Context

- The Finance Manager is responsible for their portfolio of condominiums and/or cooperatives in New York City. This position will require you to meet deadlines in the appropriate assigned projects. The ideal candidate must demonstrate organizational and multitasking skills and have strong financial acumen and ability to understand financial statements.

## Job Description/Responsibility

- Building and maintaining close relationships with treasurers and boards and provide ongoing decision support to keep the buildings in good financial order.
- Responsible for review of high volume of reports and perform various analyses of monthly/quarterly/annual reports, with excellent attention to detail and a proper sense of urgency.
- Responding to clients' questions and providing helpful feedback and suggestions within Financial Management area.
- Participate in client meetings.
- Assisting in the onboarding of new properties.
- Prepare Form 1098 filings, facilitating precise reporting for mortgage interest deductions.
- Building, maintaining, and improving relations between Client Accounting team, Property Managers and our clients.
- Review and present monthly financial statements.
- Offering guidance and expert advice to clients regarding our company's Financial Management procedures and reporting processes.
- Assist Team Leaders in the budgeting process.
- Perform special projects and other duties as assigned.

## Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

## Additional Academic Requirements

- Bachelor's degree in accounting or finance from a four-year college or university, or related work

experience is preferred.

### **Experience Requirements**

- 3 - 5 years of experience is required.

### **Additional Experience Requirements**

- 3 - 5 years of experience in business partner role, with client-related experience preferred.

### **Skills Requirements**

- Demonstrated commitment to delivering excellent client experiences and maintaining high client satisfaction levels.
- Knowledge of assets, cash balance, and availability of funds for projects and cash flow management for capital improvements.
- Excellent organization, motivation, leadership, management, and interpersonal skills.
- Critical thinking, complex problem solving, judgement and decision-making ability.
- Strong verbal, presentation, and written communication skills. Ability to communicate and provide guidance to all employee and client levels.
- Must have strong proficiency in Windows and Microsoft Office, including but not limited to Word, Excel, Power Point and Outlook.
- Previous experience with financial and accounting programs such as Yardi, MDS or other property management accounting software is a plus.
- Must be able to keep up in a fast-paced, ever-changing environment while maintaining a cool, calm, and collected attitude.
- Ability to work well in a team environment as well as independently. Must be self-driven with the ability to identify, plan and prioritize projects and assignments and be able to hit important deadlines.

### **Work Area**

- Applicant should have experience of working in the following category(ies): Accounting/Finance

### **Industry Type**

- Experience should include the following skills: Real Estate/Developers

**Address:** Dania, US, Dania, US, United States

**Company Profile:** Real Estate

**Company Website:** <https://fsresidential.com/careers/>