



Accounting Coordinator

At Invictus Properties we acquire or develop commercial and industrial properties with a long-term mindset. We also operate hotel properties and restaurants in downtown Kamloops. We are passionate about being best in class in service and having a positive impact on the communities we're involved in. We believe in collaboration, working with our tenants, partners, and city builders to leave a lasting legacy in the communities we operate in. We are looking for an Accounting Coordinator who will be responsible for the day-to-day operational tasks, including the preparation of financial statements and reports. The accuracy and integrity of the data is paramount and must be performed in a highly confidential manner.

This is a permanent full-time position with flexible work hours (32-40 hours per week) aligned with the availability of the successful candidate.

Salary Range: \$50,000 - \$58,000 per year (based on experience and hours)

Schedule: Monday - Friday

Main Duties and tasks:

- Maintain the integrity of general ledger accounts, ensuring accuracy, completeness, and timeliness.
- Assist with month-end processes, including inventory tracking, fixed asset schedules, journal entries, and account reconciliations.
- Monitor and manage multiple shared email accounts, responding to inquiries and directing items as appropriate.
- Prepare daily and monthly reporting such as Daily Sales, labor reports and financial statements.
- Monitor and report cash balances for all entities.
- Assist in the preparation of budgets and forecasts and perform ongoing variance analyses.
- Ensure accounts payable are processed and paid in a timely manner.
- Maintain tax and regulatory compliance by preparing and filing required returns and reports, accurately and on time.
- Identify opportunities to improve efficiency in processes and increase efficiency.
- Support a collaborative team environment by taking on additional or unexpected tasks for coverage or as business needs arise.

Requirements:

- 1 - 2 years of accounting experience
- Solid knowledge of general accounting principles and corporate financial systems.
- Strong written and verbal communication skills.
- Effective problem-solving, organizational, and time management skills.
- Proficiency with MS Office Suite (Excel, Outlook, SharePoint and Word)



Preferred / Assets:

- Experience working with multiple legal entities (5+) is considered an asset.
- Experience with property leasing and triple net leases is considered an asset.
- Experience with hospitality is considered an asset.
- Experience working with multiple accounting systems is considered an asset.

Benefits:

- Paid time off
- Extended Health Group Benefits: medical, dental, vision, life, etc.
- Employee Assistance Program
- Travel Insurance
- Marriott Travel Perks

Why work with us:

At **Invictus Properties**, you're more than part of a team — you're part of a culture built on trust, collaboration, and growth. As an Accounting Coordinator, you'll work with supportive colleagues who value accuracy, innovation, and continuous improvement. We offer opportunities to expand your skills, take ownership of your work, and contribute to projects that make a real impact in the communities we serve.

If you're looking for a place where your strengths are recognized and your development matters, Invictus Properties is the place to grow your career.