

SENIOR ACCOUNTANT



JOB DESCRIPTION

About the Company

MdGB Capital is a privately held family office that provides support and management services to a group of companies comprising a commercial and residential real estate portfolio, public and private investment holdings, and related operating businesses. We are a small, high-performing team that operates in a confidential and results-driven environment. We are looking for a high-calibre individual who thrives in a dynamic, multi-faceted role and who takes pride in the accuracy and quality of their work.

About the Role

Direct Reporting to: Finance Director

Type: Full-time, Monday to Friday (8 hours/day, with minimal overtime required)

This role sits at the intersection of financial accounting, contributing to monthly and quarterly reporting across property management, investments, and holding companies and supporting the principals,

The Senior Accountant will take hands-on ownership of core accounting functions across a portfolio of entities while playing an active supporting role in financial reporting. This role is ideal for a detail-oriented accounting professional with 5+ years of full-cycle accounting experience who is ready to operate with ownership and initiative in a small, high-trust team.

Key Responsibilities

Financial Accounting & Reporting

- Perform full-cycle accounting for holding and investment companies across a multi-entity structure
- Execute month-end close procedures, including journal entries for accruals, intercompany transactions, and other recurring activities
- Prepare GST returns for multiple entities
- Complete bank and credit card reconciliations across multiple entities
- Manage bi-weekly cheque runs
- Supervise a remote accounting clerk
- Contribute to preparing monthly and quarterly reporting packages for the Principals
- Work with finance team on annual budgeting process across multiple entities and operations
- Support year-end working paper preparation for operating companies and holding companies

Real Estate Operations

- Serve as the key finance team contact for the Real Estate Manager
- Perform full-cycle property accounting for the real estate portfolio
- Help prepare annual budgets by property in collaboration with the Real Estate Manager
- Provide finance support for tenant management in partnership with building managers

Investment Accounting & Analysis

- Support other members of the finance team with investment accounting and reporting as needed
- Perform investment tracking across public equities, private equity funds, and direct investments as assigned

Operating Business Support

- Serve as the finance team contact for a retail operating business
 - Support inventory reconciliations and review accounts payable processing for the retail business
 - Support other finance team members in the preparation of monthly operational reporting
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Qualifications

- Degree in Accounting or equivalent (required)
 - Minimum 5 years of full-cycle accounting experience, preferably gained in an industry setting
 - Experience in property and/or investment accounting is a strong asset
 - Experience with multi-entity and intercompany accounting structures is an asset
 - Proficiency in QuickBooks Online and Microsoft Office suite, with advanced Excel skills
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Core Competencies

- Excellent verbal and written communication skills
 - Strong ability to multi-task and prioritize in a demanding environment
 - High attention to detail with a commitment to accuracy and quality
 - Exercises sound professional judgement and works well both independently and as part of a team
 - Discretion and the ability to maintain strict confidentiality — a non-negotiable requirement in a private family office environment
 - Professional attitude with a willingness to take on additional responsibilities as the role evolves
 - Comfortable working in a small team where scope and priorities can shift
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Compensation & Benefits

- Salary commensurate with experience
- Extended health and dental care
- On-site parking
- Professional development support