



Axon Property Management is one of Kingston's leading businesses specializing in providing rental property owners with full-service property management. Axon currently manages a diversified residential and commercial portfolio of over 1,000 units and 2,400 tenants. We are a fast paced and driven team focused on client success. Axon Property Management was a Kingston based start-up in 2015 managing one single house and have grown exponentially since then to reach where we are today. The owners of Axon are Queen's University graduates, and many staff members are Queen's or St. Lawrence graduates from the past 10 years.

Our company atmosphere is based upon our young, hustling attitudes and willingness to get any job done. We've created a great platform for ourselves and our employees to succeed. Now we're looking for another fun, active team member to help us continue to expand in the property management space and provide great service to rental property owners as well as our tenants.

Axon is hiring for the role of **Property Accountant – Accounts Payable**, with main responsibilities including:

- Perform full-cycle accounting and data entry;
- Accounts payable, including reviewing and paying invoices, recording bills in management software;
- Assist in the preparation of monthly financial reporting, including property financial statements, compiling monthly invoices, and rental owner statements;
- Preparation of bank reconciliations, invoices to clients, invoices to tenants for chargebacks;
- Communicating with tenants and owners at times;
- Any other task as required;

We are looking for candidates with the following education, experience, and attributes:

- University or college degree in accounting is strongly preferred;
- Knowledge and experience in a similar role is preferred;
- Detail oriented, self-motivated;
- Strong analytical skills, strong written and verbal communications skills;
- Abilities to problem solve, prioritize tasks, and work in fast-paced environment;
- Valid Ontario Driver's license;

The role is based in Kingston, Ontario at all properties managed by Axon Property Management. We manage a diverse portfolio of apartment buildings, student rentals, single family homes, small multi-units, and mixed-use commercial buildings. Our head office is located at 426 Barrie Street, in Downtown Kingston.

The role is a full-time, permanent salaried position with an immediate desired start date. Hours of operation are Monday – Friday, 8:30am – 4:30pm. Off hours work may be required from time-to-time.

Compensation includes:

- Salary will range from \$40,000 to \$50,000 annually based on experience and education;
- 3-weeks paid vacation;
- Employer paid benefits package;
- Monthly cell phone allowance;

To apply please forward your resume to kingston@axonproperties.ca