

Sorbara Group of Companies

Corporate Bookkeeper

About the Company

The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants, and employees. With over 80 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment and management firm.

About the Role

We are seeking a detail-oriented Corporate Bookkeeper to support the financial management of a private family office with multiple entities. This role focuses on maintaining accurate records, processing transactions, facilitating administrative duties, assisting with financial reporting across a diverse portfolio, while handling sensitive information with confidentiality and collaborating with key stakeholders.

Key Responsibilities

- Maintain accurate financial records across multiple entities
- Record daily transactions, prepare journal entries, and reconcile bank and investment accounts
- Manage accounts payable and receivable, including invoice processing and payments
- Monitor cash balances and assist with cash flow planning and liquidity management
- Assist with bank transfers, wires etc.
- Maintain investment schedules and reconcile balances
- Assist with the preparation of routine financial reporting to Shareholders
- Coordination with tax and investment advisors
- Organize and maintain digital and physical filing systems
- Provide administrative support, including meeting coordination and general assistance to Shareholders
- Other duties as assigned

Key Attributes

- High level of integrity and discretion when handling sensitive financial information
- Ability to manage multiple entities
- Strong analytical mindset with attention to detail
- Comfortable working both independently and collaboratively with Shareholders and Advisors
- Interest in learning about investments, real estate, and family office operations

Required Skills and Qualifications

- Diploma or degree in Accounting, Finance, or related field
- 3+ years of bookkeeping or accounting experience
- Experience with multi-entity structures is an asset

- Exposure to investment bookkeeping (private equity, securities, real estate, etc.)
- Strong understanding of bookkeeping and accounting principles
- Advanced Excel skills (data organization, reconciliations, schedules)
- Experience with financial reporting
- Ability to handle confidential information with discretion
- Effective communication and coordination with internal and external stakeholders

Sorbara offers competitive compensation commensurate with experience. The expected salary range for this position is \$60,000 to \$90,000. This role is an existing vacancy.

How to Apply

Interested? We'd love to see your application. Please send your resume and cover letter to careers@sorbara.com referencing the Corporate Bookkeeper position. We appreciate your interest in the position, however only candidates that are selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources, and/or the Hiring Manager will work with applicants requesting accommodation.