



Ontario Realty Corporation
Société Immobilière de l'Ontario

DELIVERING STRATEGIC SOLUTIONS.
BUILDING SOLID CAREERS.

Delivering strategic solutions. Building solid careers.

The **Ontario Realty Corporation (ORC)** strategically manages, on behalf of the Ontario government, one of the largest real estate portfolios in Canada. Smart, strategic thinkers are the cornerstone of our success in delivering value, service and innovative solutions province-wide. Take ownership of your career with us.

Project Analyst, Project Services

This **Toronto-based** position is an ideal opportunity to make the most of your 3 plus years of progressive experience in an analysis, account reconciliation and reporting. You will oversee vendor disbursement operations to comply with contractual terms and ensure that effective key controls are maintained. Your duties will maintaining the invoice approval process and participate in the analysis and report preparation requirements. You are a customer service-oriented individual who has a degree or diploma in business administration degree or a related field. Preference may be given to candidates working towards an accounting designation. Familiarity with GAAP, internal control processes, real estate accounting practices and audit standards is an asset. Proficiency in MS Office and SAP is expected.

To apply, please e-mail your resume (MS Word, only), indicating **File PJM-10-1** in the subject line, to resumes@ontariorealty.ca. We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

www.ontariorealty.ca