

JORDAN BRETILLER

587-437-8891 | jordanbretiller@gmail.com | www.linkedin.com/in/jbretiller
Calgary, AB T2X 2H9

PROFESSIONAL SUMMARY

Senior Accountant with **10+ years of experience** across real estate, healthcare, professional services, and entrepreneurial environments. Expertise in **full-cycle accounting, multi-entity financial reporting, month-end close, budgeting, forecasting, cash flow, intercompany accounting, and financial analysis**. Experienced with **\$100M+ real estate portfolios**, with advanced proficiency in **Yardi Voyager and Microsoft Excel**. Proven record of **improving close timelines, strengthening controls, optimizing accounting processes, and delivering accurate financial insights to senior leadership**

CORE EXPERTISE

- Full-Cycle Accounting & Month-End Close
- Real Estate & Property Accounting
- Financial Reporting & Management Reporting
- Budgeting, Forecasting & Financial Modeling
- Cash Flow & Working Capital Management
- Lease Accounting & Rent Roll Analysis
- CAM Recoveries & Tenant Chargebacks
- Accounts Receivable & Collections
- Accounts Payable & Vendor Management
- Intercompany Accounting & Reconciliations
- Variance Analysis & Cost Control
- Internal Controls & Process Improvement
- GST/HST & Regulatory Compliance
- Payroll & Remittance Reporting
- Audit Preparation & External Audit Support
- Advanced Microsoft Excel
- Yardi Voyager & Property Management System

TECHNICAL PROFICIENCIES

Real Estate / ERP: **Yardi Voyager 7S, Yardi Elevate**, Yardi Breeze, RAMP
Accounting Systems: QuickBooks, Xero, Sage
Financial & Business Tools: Microsoft Excel — Advanced | Word | PowerPoint | Outlook
Payroll / Healthcare Systems: ADP Payroll, Accuro EMR, AlayaCare

PROFESSIONAL EXPERIENCE

Senior Accountant Mar 2026 – July 2026
Lansdowne Equity Ventures Inc. | Calgary, AB

- Lead full-cycle corporate accounting and financial reporting across a multi-entity commercial and residential real estate organization, ensuring accurate records, strong controls, and timely month-end close.
- Prepare and deliver monthly financial statements, management reporting, budgets, forecasts, cash flow analysis, and variance reports to support senior leadership and strategic business decisions.
- Manage intercompany transactions, balance sheet reconciliations, accruals, prepaid expenses, general ledger accounts, and corporate allocations to maintain financial accuracy and reporting integrity.
- Analyze financial results and budget-to-actual variances to identify cost trends, cash flow pressures, operating issues, and opportunities to improve financial performance.
- Oversee lease accounting, CAM recoveries, rent roll reconciliations, and property-level accounting.
- Strengthen internal controls, accounting procedures, and reconciliation processes, improving financial accuracy, consistency, and audit readiness.
- GST/HST compliance, and corporate reporting requirements with management, internal stakeholders, auditors, and external advisors.
- Optimize accounting and reporting workflows to reduce manual processes and improve the efficiency, reliability, and timeliness of financial reporting.

Property Accountant May 2025 – Oct 2025
The Journey Club Inc | Calgary, AB

- Managed full-cycle accounting for assisted and independent living operations with a estimated \$10M–\$15M annual revenue scope.
- Reduced the month-end close timeline by approximately **25–30%** by improving reconciliations, workflow organization, and reporting procedures.

- Prepared monthly financial statements, management reports, account reconciliations, and variance analysis to support executive decision-making.
- Improved AR collection processes, contributing to an estimated **15–20%** reduction in outstanding balances and stronger cash flow.
- Managed loan schedules, intercompany accounts, inventory controls, bank reconciliations, and balance sheet.
- Strengthened accounting controls, month-end procedures, and audit documentation to improve financial reporting.
- Partnered with operational teams to resolve accounting issues and improve financial visibility.

Intermediate Commercial Accountant
Partners Development Group | Okotoks, AB

Sep 2024 – Mar 2025

- Managed full-cycle accounting across commercial real estate portfolios valued at approximately **\$60M+**.
- Led month-end and year-end close processes, consistently delivering timely financial reporting.
- Analyzed lease agreements, rent rolls, tenant charges, and property transactions to ensure accurate revenue recognition and cost allocation.
- Improved Yardi workflows, reducing manual processing time by approximately **10–15%**.
- Prepared GST/HST filings, online remittances, and regulatory submissions, maintaining zero late filings.
- Supported asset management teams with financial performance reporting, including revenue, operating costs, and budget-to-actual analysis.

Property Accountant (Contract)
Robert Half | Calgary, AB

Dec 2023 – Jan 2024

- Managed residential property accounting, including reconciliations, financial reporting, AP, and AR.
- Improved AP workflows and property chargeback processes to increase accuracy and processing efficiency.
- Supported month-end close, financial analysis, and year-end audit preparation.

Accounting Clerk
Avison Young | Calgary, AB

Aug 2021 – Nov 2023

- Supported accounting operations for commercial real estate portfolios representing **\$50M+** in assets.
- Processed and reconciled high-volume property transactions using Yardi, maintaining accurate tenant, property, and general ledger records.
- Prepared and validated CAM recoveries, rent roll data, and property accounting transactions.
- Maintained greater than 99% reconciliation accuracy while supporting budgeting, forecasting, month-end close, and financial reporting.

Accounting Technician (Part-Time)
GJ1000 Accounting & Taxation | Calgary, AB

Jan 2021 – May 2023

- Managed bookkeeping, AR/AP, and financial reporting for multiple clients.
- Prepared corporate and personal tax returns (T1, T2, T4, T5).
- Improved billing processes, increasing operational efficiency by approximately 15%.

EARLY CAREER EXPERIENCE

- Inventory Controller – Silkstone & Granite Ltd. (2012–2017)
- AR/AP Analyst – TSPI Development Corp (Philippines, 2008–2010)

EDUCATION

Bachelor of Management (Accounting) – In Progress
University of Lethbridge – Calgary Campus

Fundamentals of Real Estate
Alberta School of Real Estate

Business Administration Diploma (Accounting)
Bow Valley College - (Aug 2017- Feb 2020)

AMBA
Fundamentals of Mortgage Brokerage – In Progress

CERTIFICATIONS

Landmark Group – Best of the Best Concept Report Competition (KSA)
Customer Service Excellence Certification – Florsheim Shoes (Philippines)