



**RE: Real Estate Property Tax Consultant/Analyst**

We have an immediate career opportunity for...

**Position Title:** Real Estate Property Tax Consultant/Analyst

**Reference Number:** 10J – 310 – 10

**Department:** Tax

**Location:** Etobicoke, Ontario - 191 The West Mall, Suite 200

Please note that the Etobicoke office will be relocating to the Yonge and Front Street area of Downtown Toronto in approximately April 2011.

**Primary Objective:**

**Analyst:**

Responsible for the collection, analysis and organization of property assessment, tax, rental and operating data which is to be used in the provision of property assessment and tax consulting services

**Consultant:**

Provide a variety of property assessment and tax consulting services for all types of projects to new and existing clients with very limited review. Assist Directors and Sr. Directors with more complex projects. Partner with other business units to explore synergy opportunities

**Date Position Available:** Immediately

**Key Responsibilities:**

**Analyst:**

- Prepare recovery schedules, budgets, tax impact analysis, assessment analysis and process tax rebate applications, as assigned by Consultants, Sr. Consultants, Directors and Sr. Directors, and communicate with clients as directed
- Ensures in a proactive manner that all necessary property data for client properties needed to provide assessment and tax consulting services is obtained and organized in a timely matter. Some senior co-worker review is anticipated
- Assist in the preparation of analysis or project tracking reports using standard software such

as Excel, Word, Access, Altus Tools or other appropriate software. Some senior co-worker review is anticipated

- Conduct research and collect data from both internal database and third party sources with respect to market rental rates, comparable building transactions, comparable assessment data and general market knowledge
- Ensure data collected as part of on-going assignments is entered accurately into the company database in a timely fashion
- Perform building inspections
- Continuously upgrade the level of knowledge regarding property assessment and taxation practices and procedures and legislation
- Accurately complete time sheets on a daily basis ensuring billable time and recoverable expenses are clearly outlined
- Take on responsibility for ensuring legislated deadlines for the filing of appeals, provision of required data, reporting to clients, etc. are met, with a minimum of supervision

### **Teamwork & Cooperation**

- Work cooperatively with team members across the organization
- Provide input and assistance with the development and implementation of best practices across the business unit
- Coach, train and mentor Analysts by transferring skill and knowledge
- Develop internal and external network and relationships to facilitate information sharing

### **Consultant:**

- Client service delivery:
  - Provide a full range of property assessment and tax consulting services to new and existing clients with very limited review
  - Attend Assessment Tribunals to give expert evidence required
  - Continuously upgrade knowledge regarding market and industry trends, property assessment and taxation practices and procedures and legislation
  - Manage client relationships in a manner that leads to contract renewal, referrals and service expansion including up-sells and cross-sells
  - Maintain ongoing client communication and resolve any issues. Escalate issues to next level of management as appropriate
  - Ensure data collected as part of ongoing assignments is entered accurately into the Company database in a timely fashion
  - Work to develop strategies to effectively manage client relationships and to explore additional opportunities for all Altus business units
  - Prepare and deliver high impact client presentations and well reasoned comprehensive property report with recommendations
  - Conduct regular follow-up meetings debriefs with clients to ensure high levels of satisfaction and to identify areas for continuous improvement as well as additional services required

- Administration:
  - Accurately complete time sheets on a daily basis ensuring billable time and recoverable expenses are clearly outlined
  - Develop and implement initiatives for continuous process improvement to increase efficiency and effectiveness
- Teamwork and cooperation:
  - Work cooperatively with team members across the organization
  - Coach, train and mentor Sr. Analysts and Analysts by transferring skill and knowledge
  - Develop internal network and relationships to facilitate information sharing, cross selling and expansion of service offerings to clients
  - Actively engage external market participants
- Business development
  - Proactively inform the Directors and Sr. Directors of any potential new assignments or marketing leads
  - Actively participate in the Business Units marketing initiatives as those are developed from time to time

### **Regular Work Hours:**

#### **Analyst:**

- As per client corporate requirements – flexibility required with significant time investment during periods of heavy demand, including appeal deadlines
- Attend marketing and professional development events as required.

#### **Consultant:**

- As per client, corporate and legislative requirements – flexibility required with significant time investment during periods of heavy demand
- Overnight travel within Canada as required by project
- Attend marketing and professional development events as required

### **Technical & Behavioral Competencies:**

#### **Analyst:**

##### **Technical**

- Good skills in assessment and tax analysis, i.e. Excel, Access, Altus Tools etc
- Good research, quantitative and analytical skills
- Proficiency in Microsoft Office Suite
- Good writing skills in order to create comprehensive correspondence and consulting reports
- Developing basic understanding of the property assessment and tax consulting and advisory industry

## **Behavioural**

- Ability to work in a team and independently
- Takes initiative and resourceful
- Good communication skills – interpersonal, written & oral presentation
- Ability to meet tight deadlines
- Self-motivated with high degree of integrity, honesty and ethics
- Ability to coach, mentor and train Analysts
- Begin to build and maintain strong business relationships with External Market Participants.
- Focused on delivering high levels of quality with respect to work and services to clients (Internal and external)
- Adhere to corporate policies and procedures as outlined in the current Altus Group Employee Handbook.

## **Consultant:**

### **Technical**

- Good skills in assessment valuation modeling in Excel and other software programs as appropriate
- Very good research, quantitative and analytical skills
- Proficiency in Microsoft Office Suite
- Very good writing skills in order to create comprehensive correspondence property assessment and taxation consulting reports
- Good knowledge / expertise in property assessment valuation & advisory
- Good understanding of the legislative rules for the determination of property assessments and taxes
- Display evidence of business acumen
- Ability to teach others how to use the latest technology
- Developing Expert Witness skills
- Familiarity with standard lease clauses and terminology

### **Behavioral**

- Ability to work in a team and independently
- Takes initiative and resourceful
- Very Good communication skills – interpersonal, written & oral presentation
- Ability to multi task and meet tight deadlines
- Self-motivated with high degree of integrity, honesty and ethics
- Ability to coach, mentor and train Analysts and Sr. Analysts.
- Build and maintain strong business relationships with External Market Participants.
- Focused on delivering high levels of quality with respect to work and services to clients (Internal and external)
- Adhere to corporate policies and procedures as outlined in the current Altus Group Employee Handbook

- Developing skills in project management, Planning and organization
- Willingness to take on responsibility and accountability for delivery of client services including compliance with legislative requirements

**Education/Professional Development/Work Experience Requirements:**

**Analyst:**

- Working towards an appropriate designation with the Institute of Municipal Assessors, a Provincial Assessment Association, the Appraisal Institute of Canada or a similar recognized real estate association
- University Degree or College Diploma
- At Least 2 years related work experience

**Consultant:**

- Appropriate designation with the Institute of Municipal Assessors, a Provincial Assessment Association, the Appraisal Institute of Canada or a similar recognized real estate association.
- University Degree or College Diploma
- Two plus years of related experience in commercial real estate advisory services
- Good knowledge of the Property Assessment valuation practices

**Number Of Positions Available:** 1-2

**Interested? Know Someone?**

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to [HRCanada@altusgroup.com](mailto:HRCanada@altusgroup.com) quoting Reference Number 10J-T310-10 as soon as possible and before August 31, 2010.

**Date Of Posting:** July 22, 2010

**Application Deadline:** August 31, 2010