

PROJECT ACCOUNTANT

District Group is a leading edge real estate investment and development company passionate about building exceptional projects that energize neighbourhoods and realize timeless design. Based in Vancouver, B.C., District is actively pursuing mixed use projects focused on purpose built rental residential in B.C., Alberta and western United States markets. We are dedicated to building a diverse collection of high quality assets and developing them to their full potential, adding value for our capital partners, tenants and homeowners.

The Role

Reporting directly to the Director, Finance & Accounting the Intermediate Accountant will be responsible for performing general accounting, efficiently maintaining and processing all corporate and project accounts and preparing relevant reports. The person in this position will work closely with the Director and will play a key role in providing the team with applicable accounting support.

The candidate must be exceptionally organized, detail oriented and take initiative in moving actions forward. The person in this role should thrive in a fast paced, team oriented, entrepreneurial environment and be able to expertly complete multiple assignments, maneuvering through changing priorities and high volume effectively and efficiently with minimal supervision.

This is an excellent opportunity for a talented professional to develop project accounting skills, be exposed to financial analysis, and be immersed in the real estate investment and development business. This position will be able to add value immediately and will be involved in all aspects of the company's accounting operations.

Key Responsibilities

The Intermediate Accountant will be responsible for, but not limited to, the following:

- Performing project and corporate accounting duties for various projects including invoice processing, purchase order tracking, account reconciliations, journal entries, bank reconciliations and GST filings.
- Ensuring month-end accounting procedures, including processing of expenses, credit card reconciliations, and various monthly reports and filings.
- Supporting project operations through the preparation of project reporting inclusive of budgets, costs to date, cashflow forecasts, and financial performance across projects.
- Ensuring adherence to accounting policies, procedures and internal controls at the project and corporate level, and investigating any account irregularities.
- Preparing monthly, quarterly and year-end financial statement reporting and analysis as required for corporate and project entities.
- Assisting in budgeting, forecasting, financial planning and analysis.
- Collaborating and liaising with various stakeholders in a professional manner including internal/external accounting teams, quantity surveyors, banks and financial partners.
- Responding to accounting inquiries from internal and external stakeholders regarding billing and accounts receivable
- Assisting in the recommendation and implementation of internal controls and process improvements.
- Assisting with special financial projects to support the executive team and other departments as required.

DISTRICT

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Skills & Experience

- Have a bachelors degree in accounting, commerce or business administration
- Working towards a CPA designation or newly qualified CPA
- Have a minimum of 3 – 5 years' of accounting experience, with experience in real estate development and/or construction an asset
- Have an intermediate understanding of ASPE
- Possess advanced Microsoft Office Suite skills with exceptional proficiency in Excel
- Have an intermediate knowledge of accounting software such as Quickbooks
- Demonstrate strong communication skills — both written and verbal — handling every interaction with respect and professionalism
- Demonstrate strong analytical and problem-solving skills
- Are a people person committed to fostering connections in every interaction
- Are a team player who thrives on collaboration and building relationships
- Have exemplary organizational and multi-tasking skills, with the ability to work in a fast-paced environment
- Possess strong attention to detail
- Exhibit extraordinary time management skills, functioning with a strong understanding of task precedence and priority, anticipating needs and streamlining processes
- Operate with a high level of confidentiality and diplomacy
- Possess a keen interest in real estate and in learning the development business
- Prior experience in real estate, brokerage, or construction an asset
- An understanding of project budgets, cashflows, proformas and financial analysis an asset

What We Offer

This is a permanent, full-time, salaried position with a team of ambitious individuals with a sharp eye for opportunities that is committed to moving through business with integrity and thoughtfulness. You'll grow professionally, will receive competitive compensation, extended health benefits and opportunities to share in our success. We're on a path to elevate the way real estate and investment business is conducted and are eager to build a team equally excited to be those change agents.

How to Apply

Thank you in advance to all interested applicants. Please send a cover letter and CV to Sonia Susin, Vice President, People Operations & Communications at careers@districtgroup.ca with the subject "Intermediate Accountant". Due to a large volume of applications we will only reply to candidates selected for an interview.