

## ACCOUNTING MANAGER

**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, BC, District is actively pursuing mixed use projects focused on purpose built rental residential in BC, 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 to the Executive Vice President and Chief Operating Officer the Accounting Manager will be responsible for providing department leadership and management. We are looking for an experienced, designated manager, who has successfully lead an accounting team through all accounting functions, with over seven years of progressive industry experience and real estate knowledge to contribute to our success. This position will be accountable for the day-to-day operations of the company's corporate and project accounting functions and department team members. This includes staff management, operational efficiency, compliance, reporting, cash management and internal controls. In addition, they will play a role in assisting company executives with business decisions, financial analysis and recommendations.

The right candidate should thrive in a fast paced, team oriented, entrepreneurial environment, and be able to expertly initiate and complete multiple assignments, maneuvering through changing priorities and high volume effectively and efficiently. This is an excellent opportunity for a talented individual to further progress their career in the real estate investment and development business, and to continue developing their leadership and management skills. This position will be able to add value immediately and will be involved in all aspects of the company's accounting operations.

The ideal candidate will be located in the Lower Mainland. We are not offering sponsorship or relocation for this role.

### Key Responsibilities

The Accounting Manager will be responsible for, but not limited to, accomplishing the following:

- Lead accounting team in all accounting functions, including managing team members, performance management, development and team growth and recruitment
- Oversee timely preparation and accuracy of monthly, quarterly and annual financial reports, valuations and other ongoing reporting and analysis to financial partners, lenders and investors
- Lead an accurate and efficient month-end close process
- Manage chart of accounts and general ledgers, ensuring accuracy and appropriate controls over accounting transactions
- Maintain and enhance monthly cash flow reporting
- Proactively manage accounts receivable and aging, as well as accounts payable
- Oversee GST remittances
- Process employee expense reimbursement approvals

# DISTRICT

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- Manage external or compliance audit requests as needed
- Be responsible for aggregating and vetting inputs and assumptions to support business decisions and reporting
- Support the executive team with short and long-term corporate and project accounting goals
- Proactively review and improve existing accounting processes and systems, and develop new processes to support business evolution
- Provide ad-hoc financial analysis as required, including creating, maintaining and analyzing proformas, budgets and cashflow models as required
- Work with and liaise with bookkeeping and accounting consultants, as well as external financial partner accountant teams, as required
- Ensuring all documentation and records, both hard copy and digital, relating to the duties and responsibilities of this position are processed, maintained and filed in accordance to established procedures and practices for records management and security
- Additional special projects, and ad hoc research and analysis as required

## Direct Reports

- 3 Project Accountants

## Skills & Experience

- Post secondary degree in accounting or finance
- Professional designation in accounting or finance such as CPA or CFA
- Minimum of 4 years' of progressive accounting and finance experience, ideally in the real estate development industry or related field
- 2+ years of management experience including training and performance evaluation
- External and/or compliance audit experience
- Team leader who thrives on collaboration, building relationships and bringing out the best performance in their direct reports
- Strong project management skills with an understanding of how to effectively break down a problem into manageable, actionable pieces
- Exceptional communication skills — both written and verbal — handling every interaction with respect and professionalism, and has ability to communicate insights and recommendations in a thoughtful and concise manner
- Strong analytical and problem-solving skills
- Ability to collaborate effectively in a cross-functional team environment, with a proactive and solution-oriented mindset
- Exemplary organizational and multi-tasking skills, with the ability to work in a fast-paced environment
- Extraordinary time management skills, functioning with a strong understanding of task precedence and priority, anticipating needs and streamlining processes
- Excellent computer proficiency with advanced Microsoft Office Suite skills and expertise in Excel

- Proficient financial modelling skills
- Operate with a high level of confidentiality and diplomacy

### 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 will grow professionally, receive competitive compensation, extended health benefits, generous vacation 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 continue growing a team equally excited to be those change agents.

### Our Benefits

- Annual Bonus Plan
- Financial Investment Opportunities
- Minimum 3 Week Vacation + Additional Holiday Office Closure
- Personal Wellness Time Off, i.e. medical appointments, sick family member
- Hybrid Remote Work Flexibility
- Extended Health Benefits Effective Immediately
- Monthly Health & Wellness Reimbursement
- Monthly Mobile Telephone Service Reimbursement
- Professional Development Reimbursement
- Professional Fees Reimbursement
- Lunch + Snacks Provided in Office

### How to Apply

Thank you in advance to all interested applicants. Please send your CV to Sonia Susin, Vice President, People Operations & Communications at [careers@districtgroup.ca](mailto:careers@districtgroup.ca) with the subject "Accounting Manager Application". Due to a large volume of applications we will only reply to candidates selected for an interview.

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