

## JUNIOR 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 developing and pursuing mixed use projects focused on purpose built rental residential and master planned developments in B.C. 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 of Accounting the Junior Accountant will be responsible for performing general accounting, efficiently maintaining and processing all corporate and property accounts and preparing relevant reports relating to District's property management company North Grove Communities. The person in this position will work closely with the Director of Accounting, Project Accountants and property management team members, and will play a key role in providing them with applicable accounting support.

They must be exceptionally organized, detail oriented and take initiative in moving actions forward. They 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 new accounting professional to develop their project accounting skills, be exposed to financial analysis, and be immersed in the real estate property management, development and construction business. This position will be able to add value immediately and will be involved in all aspects of the property management company's accounting operations, as well as have exposure to the development and construction divisions.

### Key Responsibilities

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

- Performing the day-to-day corporate and property accounting processes, including accounts payable and receivable, reconciliations and purchase order processing
- Ensuring month-end accounting procedures, including processing of expenses, credit card reconciliations and various monthly reports and filings
- Reconciling tenant ledgers for move-ins, move-outs and lease changes
- Maintaining tenant records including rent rolls, charges and credits
- Providing monthly reconciliations of operating and security deposit accounts
- Supporting property operations through the preparation of property budgets, cost reports, forecasts, and the monitoring of financial performance across properties
- Providing necessary reports for year-end financial accounting
- Ensuring adherence to accounting policies, procedures and internal controls at the property and corporate level, and investigating any account irregularities
- Working and liaising with bookkeeping and accounting consultants, external financial partner accountant teams and the property management team

# DISTRICT

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[districtgroup.ca](http://districtgroup.ca)

- Responding to accounting inquiries from internal and external stakeholders regarding billing and accounts receivable
- Assisting with special financial projects to support property management and development projects, and other related businesses as required

### Skills & Experience

- Have a bachelors degree in accounting, commerce or business administration
- Are designated CPA or in pursuit
- Have a minimum of 1 – 3 years' of accounting experience
- Have an intermediate understanding of ASPE
- Possess advanced Microsoft Office Suite skills with high proficiency in Excel
- Experience with Yardi Breeze an asset
- 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
- 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 construction
- Prior experience in real estate, brokerage, property management 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 have a competitive compensation, extended health benefits and opportunities to share in our success. We're on a path to elevate the way real estate, construction and investment business is conducted and are eager to continue building a team equally excited to be those change agents.

### Salary Range

\$45,000 - \$55,000

### How to Apply

Thank you in advance to all interested applicants. Please send a cover letter and CV to Sonia Susin, VP, Communications & People Operations at [susin@districtgroup.ca](mailto:susin@districtgroup.ca) with the subject "Junior Accountant". Due to a large volume of applications we will only reply to candidates selected for an interview.