

Position: Development Analyst
Department: Finance
Posting Date: November 16, 2020

As Development Analyst you are an essential part of ensuring accuracy and integrity for each Conwest development project. You have an inquisitive nature and are not afraid to ask questions in order to move things forward in a timely fashion. You always look to elevate everything you do.

You are analytical and recognize that every project is different. You enjoy managing the relationship between current and future numbers and looking forward several years into the future. You are experienced in Real Estate Development accounting where you specialize in projections and cash flow forecasting.

You enjoy working with a team finding innovative, fresh ways to assist the development team while achieving results is a big part of what excites you.

The Development Analyst works on a wide breadth of project types, from industrial development to social purpose high-rise residential development involving non-profits and charitable organizations. Understanding the nuances of each and how that translates to the financials is an invaluable skill.

The Development Analyst works closely with many different team members across all departments including development, construction, sales, finance and accounting as part of a collaborative team-based culture.

Our Team is a flat, fast and entrepreneurial mix of specialists that add value by solving complex problems. Every day is different and every project is special. You thrive in this high performance but supportive, casual environment. You bring your own mix of talents to this team and support others, like they support you in your daily endeavors.

We are proud of our company culture and strive to bring the right people into our team, providing our employees with worthwhile, engaging work and a supportive culture that is open to new ideas and opportunities for growth. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Conwest, we offer a competitive compensation and benefits package, a casual and family-friendly atmosphere, ongoing education and training, trendy swag, a fabulous office with a well-equipped in-house gym and kitchen built for events in an award-winning building, and so much more.

Salary is commensurate with experience.

For more information or to apply with your resume and cover letter, contact Human Resources by emailing HR@Conwest.com. We thank you for your interest however only well-qualified, local candidates will receive a reply.

Key Internal Key Internal Relationships

- Reports to Finance Manager
- Works directly with Development Managers, Accounting and VP Finance, as well as all members of all staff as part of a collaborative team-based culture

Key Responsibilities

- Project Accounting & Analysis
 - Preparation of active project proforma's, budgets and cashflows including monthly reviews with Development Managers
 - Preparation of monthly progress draws and compliance monitoring
 - Project financing reporting including maintenance of BA's and booking swap arrangements
 - Assist with preparation of financing applications for land and construction loans, including coordinating information for conditions precedent
 - Review direct cost entries and assist with complicated Job cost reconciliations
 - Assist with quarter-end and year-end project related working papers
 - Variance Analysis comparing actual project costs to budgeted project costs and ensuring costs to complete are sufficient to carry us to the end of the project
 - Prepare warranty provision and monitor
 - Assist with modelling of long-range planning and cashflow analysis
 - Assist with annual budgeting process
- Project Reporting
 - Assistance with preparation of consolidated corporate long-range cashflow, including IPP
 - Review monthly project WIP/COS reporting
 - Prepare and maintain letters of credit and refundable deposits and update summary report
 - Prepare monthly reporting for Production meeting
 - Creation of new reports through queries as requested
- IT & Process Improvement
 - ERP maintenance including review of release notes for system upgrades, adding new projects and cost codes and creating new reports/dashboards
 - Assist with development of finance & accounting related reporting systems & internal controls, and all recommended enhancements/process improvement for operations
 - Trouble shooting IT issues (license updates, incompatibility issues, PC settings, etc.)
- Provide backup to Jr. Project Analyst when required
- Projects as assigned by the CFO and Finance Manager.

Qualifications

- CPA with at least 5 years' experience.
- Must possess excellent interpersonal and communication skills which will work well with the Development/Project Managers ensuring project costing is accurate, timely, and reliable.
- This position will appeal to a bright, motivated individual who thrives in a demanding and stimulating work environment.
- Individual must be highly organized and self-motivated.
- Individual will have developed skills and knowledge of sophisticated computer applications including advanced Excel skills. Experience with integrated ERP and Power BI tools an asset.
- An understanding of and experience in development/construction accounting and finance is preferred.