
Position: Senior Development Accountant
Department: Finance

Reporting to the Controller, the Senior Development Accountant is responsible for the full-cycle accounting duties of a more complicated portfolio of companies assigned; as well as assisting Controller with the period end reporting to different stakeholders. You will have overall responsibility and accountability for your portfolio. Interaction with development teams and communication with others in Finance and Accounting team are important to ensure accuracy, timeliness, and completeness of data and reporting.

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.

Start date is immediate.

Salary is commensurate with experience.

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

Key Responsibilities

- Cash/Bank
 - Responsible for 45-day cash position forecast for your portfolio of companies
 - Monitor cash requirements and request intercompany fund transfers when required
 - Prepare fund transfers between intercompany bank accounts
 - Prepare bank draft requisitions when required
 - Prepare cheque deposits
 - Prepare or review monthly bank reconciliations

- Accounts Payable
 - Review AP entry journals
 - Prepare cheque runs and wire transfers
 - Respond to vendor inquiries

- Job-cost
 - Record property acquisition, disposal, sale and cost of sale
 - Prepare other direct cost journal entries as required
 - Review Job Cost reports and prepare job cost reconciliations
 - Prepare monthly project WIP/COS reporting

- General Ledger
 - Responsible for all aspects of general ledger - prepare, post and reconcile transactions
 - Reconcile all sub ledgers to GL (AR/AP/Job Cost/Property Management and Cash Management)
 - Prepare journal entries as required (amortizations/accruals/promissory notes/direction to pay/property sale and acquisition, etc.)
 - Review reports provided by external property management companies. Import these reports into in-house accounting system and reconcile the accounts.
 - Analyze revenues and expenses to ensure they are recorded correctly
 - Record sales and cost of sales for development projects
 - Assist with preparation of annual overhead budget
 - Import and update annual budgets in accounting system

- Month-end
 - Update monthly working papers and supporting schedules
 - Reconcile all GL accounts to ensure accuracy of accounting data
 - Prepare month-end or quarter-end financial statements
 - Analyze financial statements and report on actual and budget variances
 - Prepare GST returns and assist in reviewing GST returns prepared by other Development Accountants
 - Update and record fixed asset amortization schedules
 - Maintain mortgage/loan summary and interest schedules; record monthly interest accruals

- Year-end
 - Prepare year-end working paper and financial statement package
 - Answering queries from external accountants

- Other
 - Provide backup to Development Accountants
 - Set up, organize and maintain accounting files for your portfolio
 - Prepare reports/documents for CRA tax audits, GST audits
 - Assist with development of accounting related reporting systems & internal controls
 - Provide input into department's goal setting process
 - Provide training to other accountants when required
 - Assist Controller in reviewing the working papers of other development accountants
 - Other duties and projects assigned by Controller and CFO

Qualifications

- Bachelors' Degree, preferably in Business Admin, Accounting or Finance, and CPA designation
- Attention to detail with high level of accuracy
- Strong interpersonal and organizational skills
- Ability to meet deadlines and work under pressure
- Clear and effective communication skills
- Working knowledge of MS Word, Outlook, and intermediate/advanced Excel
- Able to work well in a collaborative, team-based environment
- Thorough knowledge of accounting procedures and principles
- Individual must be highly organized and self-motivated
- An understanding of and experience in real estate development/property management accounting would be an asset