

**Position:** VP, Accounting

**Department:** Finance

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The VP, Accounting oversees the accounting and financial analysis on a wide breadth of commercial and residential real estate development project companies and works closely with many different team members across all departments including development, construction, finance, and accounting as part of a collaborative team-based culture.

You excel with numbers, are great with people, and enjoy working with a team. You are proud of your can-do attitude. You have keen analytical skills, are endlessly curious, and can look into the future.

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.

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**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](mailto:HR@Conwest.com). We thank you for your interest however only well-qualified, local candidates will receive a reply.**

**Key Internal Relationships**

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

**Key Responsibilities**

- Working closely with the Controller's department, including collaborating on setting department goals and all related administration
- Review quarterly working paper files and financial statements for the group, comprising over 85 entities ranging from corporate companies to limited partnerships with external parties
- Prepare annual budgets and quarterly corporate projections of income and taxable income
- Prepare and/or review consolidated financial statements and year end reporting
- Prepare monthly financial reporting package, including reporting for strategic planning purposes
- Prepare partner reporting as needed, including interpretation of limited partnership agreements
- Prepare quarterly management fees and maintain all legal agreements thereto
- Key member of ERP implementation team, and once implemented, create efficiencies in reporting, document processes, create procedural changes, create financial reports and dashboards
- Bank administrator for approval of monthly online payments for GST, payroll, etc. including implementing EFT
- Review financial hedging instruments, track interest rate swap agreements and Banker's Acceptances, and make recommendations for futures
- Assist CFO and General Counsel with creation of new legal entities
- Assist the Finance Manager with project analysis, including projects at occupancy: reconciliation to the cost of sales, costs to complete, warranty provisions
- Review and approve semi-monthly salary payroll
- Maintain ERP system administration including user security administration
- Backup to Payroll Coordinator for vacation relief
- Other projects and duties as assigned by the CFO and Finance Manager

**Qualifications**

- CPA, with a Bachelor's degree in Accounting and/or Finance, and 15 years post qualification experience
- Experience in Public Practice, with knowledge of complex corporate structures including partnerships
- Strong interpersonal, communication, and leadership skills, with a high level of emotional intelligence
- A proven track record for successfully managing teams
- Bright, motivated individual who thrives in a demanding and stimulating work environment
- Highly organized, strong analytical skills, and self-motivated
- An understanding of and experience in real estate accounting and finance is preferred.
- Strong skills in Excel, and experience with integrated ERP and Power BI tools an asset