



Junior Accountant

PortLiving, part of Port Capital Group which was established in 2003, strives to create working and living environments that are sustainable, practical, and serve to strengthen the city's identity through good design and thoughtful intent. PortLiving focuses on developing urban mixed-use, multifamily projects, urban commercial projects, and invests in a growing income producing asset base.

We are a company that puts an emphasis on sustainability, innovation, and quality, and are relentlessly committed to achieving our corporate goals within a positive company culture. We value each and every business and personal relationship we have and are committed to nurturing these relationships to the benefit of all. We value people that understand and live our core values and bring a creative and fun attitude to the workplace.

Overview of the Position:

Reporting to the Controller and working with other key members of the Finance team, this position will be integral to the growth and success of the company. Key responsibilities of the Junior Accountant will include but are not limited to:

- Preparation of monthly financial statements and corporate reporting packages
- Bank and loan reconciliations
- Intercompany reconciliations
- Preparation of job cost entries
- Preparation and filing of tax remittances
- Processing of payments and deposits
- Maintenance of corporate dashboard
- Assist the Project Accountant regarding monthly loan draws and sales closings
- Assist the Corporate Accountant regarding Inter-company billings for overhead and management fees on a monthly basis, and as required
- Liaising with development, construction, and sales and marketing personnel on accounting related matters
- Ad-hoc projects and reports

Qualifications and Knowledge:

- The ideal candidate would have a relevant business degree with a view of pursuing their CPA or equivalent designation
- Experience working in accounting would be an asset
- Experience in the real estate development or construction industries viewed favorably
- Experience in Sage 300 CRE (Timberline) or equivalent accounting software would be an asset
- Self-motivated, results-driven professional with the ability to work in a fast-paced environment
- Team player, well organized, decisive
- Unquestionable integrity
- Sense of humour

To apply, please send your resume and cover letter to info@portliving.com with "Junior Accountant" in the subject line. We thank all applicants for their interest; however, only those selected for follow-up will be contacted.