

Junior Accountant

Department Finance
Position Type Full-time
Location Vancouver, BC, CA

COMPANY

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. By 2018, Chard will have completed over 1.3 million square feet of its own signature developments.

SUMMARY

We are seeking a Junior Accountant with a focus on accounts payable to join our Finance team. Reporting to the Director of Finance and liaising with the Controller, the candidate will be primarily responsible for the accounts payable cycle as well as assist with corporate reporting within the Sage 300 Timberline software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enter invoices and appropriate documentation into the Company's accounting software and verify the coding and approval of those invoices in accordance with Company policy;
- Prepare payment batches and complete credit card reconciliations;
- Monitor the accounts payable mailbox for invoices and related correspondence;
- Assist with vendor inquiries and account reconciliations in a timely and professional manner;
- Ensure Sage 300 Timberline is updated regularly for accuracy of vendor contact and address information;
- Maintain the accounts payable filing system, including paper and electronic invoices, general accounting; data and providing scanned invoices and related documents for monthly financing draws;
- Prepare month end intercompany reconciliation;
- Assist with year end financial statement audits and review engagements;
- Assist with GST remittances;
- Other duties as required.

JOB REQUIREMENTS

- Basic knowledge of accounting systems, and internal controls;
- Strong proficiency with Microsoft Word and Excel;
- Detail oriented, methodical, with fast data entry skills;
- Ability to multitask, establish priorities and work independently;
- Strong interpersonal and communication skills (both oral and written);
- Able to work collaboratively in a team environment;
- Able to meet timely deadlines and ensure appropriate response times;
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Experience with Sage Timberline software is an asset;
- Certificate or Bachelor's Degree in Accounting / Finance;
- 1-2 years of experience in an accounting or accounts payable role.

If you are interested in the position please submit your resume and coverletter to careers@charddevelopment.com referencing "Junior Accountant Position" in the subject line. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.