



Accounting Manager

Edgar Development Corp is a Vancouver based real estate firm focused on investment and development opportunities in Western Canada. With expertise in retail, office, industrial and multi-family, Edgar Development Corp is active across all asset classes. Find out more about us at www.edgardevelopment.com.

The company is seeking a full-time candidate for the position of Accounting Manager to assist with a wide breadth of responsibilities including: full-cycle accounting and financial reporting, month/year-end close, audit preparation, tax compliance, project accounting and cash management. This role will report directly to the Vice President, Corporate Finance.

Responsibilities:

- Full-cycle accounting for large development projects and corporate entities
- Responsible for cash management
- Prepare monthly project financing draw requests
- Prepare financial statements for review
- Prepare reports for owners, partners, and lenders
- Complete GST filings for all development projects and corporate entities
- Manage/process accounts payable and receivable
- Reconcile intercompany accounts
- Prepare bank and credit card reconciliations
- Assist with budgeting and forecasting
- Assist with tax compliance
- Other tasks as required

Qualifications:

- 4+ years of relevant accounting experience
- Professional accounting designation (CPA, CA, CGA, CMA)
- Full cycle accounting and experience preparing financial statements
- Extensive knowledge of MS Excel including shortcuts and advanced formulas
- Sound problem solving skills and an ability to quickly learn and adapt to changing priorities
- Proven work ethic and ability to work under pressure
- Excellent verbal & written communication skills
- Highly organized with attention to detail and ability to manage multiple priorities

To Apply:

Interested applicants meeting the above criteria should submit their resume with cover letter to info@edgardevelopment.com with "Accounting Manager" in the subject line. Applications will be accepted until a suitable candidate is selected.

While we thank all applicants for their interest, only those selected for an interview will be contacted.