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| Job Title: Assistant Controller | Location: Vancouver, BC |
| Term: 15 Month contract to perm | Reports To: Controller |

Based in Vancouver, Pacific Reach Properties is a premier real estate company with a portfolio comprised of commercial, multi-family and hotels assets throughout North America. **Due to an internal promotion, we are looking for a new assistant controller**

Job Summary:

Reporting to the Controller, the Assistant Controller will be responsible for assisting the accounting department to complete all reporting objectives.

Key Responsibilities:

- Prepare and analyze financial statements for properties assigned by the Controller
- Communicate with property managers and perform variance analysis on a monthly basis
- Review intercompany transactions and reconcile intercompany balances for over 30 entities
- Prepare monthly consolidation worksheet for various asset groups, including elimination entries and foreign exchange translation
- Support budget and forecasting activities
- Monitor and analyze department activities to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Perform technical accounting research on complex accounting topics
- Prepare year-end working papers for audits/reviews and assist with audit completion
- Review work performed by staff accountants, supervise and provide training as needed
- Provide feedback and training when required
- Work with tax specialists and ensure compliance with various tax jurisdictions
- Complete ad hoc tasks as requested

Experience & Qualifications:

- CPA designation
- Real estate experience in property management preferred, but not required
- Experience with Yardi accounting system preferred
- ASPE and US GAAP reporting experience preferred
- Proficiency with Microsoft Excel
- Detail oriented and organizational skills required
- Ability to multi-task, work under pressure and meet deadlines
- Strong communication skills, both written and verbal

To apply for this position, email your resume and cover letter to Vinah Bosire at vbosire@pacificreach.com

We thank all candidates for their interest but only those applicants selected for an interview will be contacted. No telephone calls or recruitment agencies will be accepted.