



Woodbridge Properties is seeking an experienced and well-rounded Senior Accountant to join their team!

### **About Woodbridge:**

Woodbridge Properties is a private family owned company based in Vancouver, British Columbia. We are a small, tight-knit and successful organization who plans company social events throughout the year. We have a work hard/play hard mentality and are seeking a self-motivated Senior Accountant with excellent communication abilities to contribute to our team's success.

[www.wbhomes.ca](http://www.wbhomes.ca)

### **Job Summary:**

Senior Accountant, responsible for full cycle accounting, with exposure to corporate and development accounting. The new Senior Accountant reports to the Controller, will have regularly scheduled tasks, as well as ad hoc accounting & finance responsibly and projects, and will generally support the busy and collaborative finance team at Woodbridge

We are looking for accountants who are bright, hard-working, professional, confident, and dynamic. This is a wonderful career opportunity for someone who really wants to grow with a mid-sized, Vancouver-based real estate company. We are seeking qualified accountants of course, but the successful candidate will be much more than that - we are looking for people who lead a well-rounded and active life, whether that be through philanthropic pursuits, sports, hobbies continuing education, or travel.

### **Key Responsibilities:**

#### Audit

- Preparation of working papers, financial statements, and supporting documentation for multiple entities.
- Communication with 3<sup>rd</sup> party auditors.

#### Month-end & Quarter-end

- Preparation of journal entries, consolidations, bank reconciliations, and appraisal entries.
- Preparation of working papers and cash flows
- Preparation of quarterly reports and coordinating with each department.
- Communication with all departments regarding all period-end deliverables, reviewing submissions, and collaborating to correct issues.
- Creation of quarterly and ad hoc reporting packages for senior leadership team.

#### Tax Compliance

- GST reconciliations, compiling support for tax returns, and communication with external tax accountant- including review of tax returns prepared by tax accountants.



#### Other Duties

- Ad hoc accounting & finance task, and generally supporting the busy finance team at Woodbridge

#### **Required Skills & Qualification:**

- Professional Accounting Designation (CPA) and 3+ years of experience in a construction or development environment. (Previous work experience in public practice preferred)
- Bachelor's Degree in Accounting and/or Finance
- Strong technical accounting skills, with proficiency in ASPE
- Strong interpersonal, business acumen, written & oral communication skills
- Strong computer skills with proficiency in MS Outlook, particularly Microsoft Excel and Word.
- Strong analytical and organizational skills
- Ability to work in a fast-paced and high-change environment
- Team oriented, self-motivated, and collaborative with proven results
- Performs job duties in an accurate, detail-oriented and productive fashion
- Enthusiasm and genuine passion for real estate

This is an opportunity to work in a dynamic and fun-loving work environment, apply your hard-earned CPA training and accounting education, and be involved with a successful company's full cycle accounting process. Working with an experienced Controller and VP of Finance, as well as 3 other Accountants, will enable you to grow and enhance your accounting experience and career.

#### **To Apply:**

If this opportunity sounds like a good fit for you, please submit your resume and cover letter in confidence to: [fleung@wbhomes.ca](mailto:fleung@wbhomes.ca) with the subject line "Senior Accountant".

We thank all applicants for their interest however only those selected for an interview will be contacted.