



Growing Vancouver Residential Developer and Property Management firm is seeking a full-time **Senior Project Accountant** to join our team in the Burnaby office.

Thind Properties Ltd. delivers on all aspects of the construction industry from carefully planning the project to building an industry leading team to develop our properties. We began this company with a vision of building quality homes and creating value for our customers. Today, it is not only our vision, but it is our motto that we stand by with each and every home we build.

Job Responsibilities:

- Research and respond to accounting and financial queries on project.
- Monitor and ensure accuracy of costs coded to assigned project, labour and expenses.
- Monitor project costs, report and explain variances.
- Liaise with Project Manager, subtrades, suppliers, management and other project staff.
- Prepare monthly progress draw.
- Reconcile AP balance with suppliers and inquiry to follow up.
- Review and ensure supplier invoices related to the project and match the invoices to the purchase order, to the packing slips, delivery slips, timesheets, etc for approval.
- Data entry of accounts payable.
- Prepare payments, match cheques with invoices and backups and coordinate signing by owner.
- Keeping track of holdbacks, reconcile and release of holdbacks.
- Filing of GST.
- Bank Reconciliations.
- Maintain project-related records, including contracts and change orders.
- Maintain the integrity of General Ledger for construction and development projects.
- Follow all aspects of month end close activities to meet deadlines.
- Update commitment to reflect invoices paid.
- Intercompany reconciliation.
- Reconciliation of GL/WIP and GL/AP subledger accounts.

Qualification and Knowledge:

- 5 years of relevant work experiences in accounting (project/cost accounting) would be considered an asset.
- Experience with Sage 300 (formerly Sage Timberline)
- Strong work ethics and sense of responsibility and confidentiality.
- Ability to prioritize work and multi tasks.

We will provide a competitive salary and benefits package for the right candidate as well as a professional and rewarding working environment. If you are interested in this exciting opportunity, please submit your resume and cover letter to david@thind.ca.

We thank all applicants for their interest however only those selected for follow-up will be contacted.