

Position: Assistant Controller, IPP

Location: Downtown Vancouver

About BOSA:

The story of Bosa Properties is one of entrepreneurship, commitment and a passion for real estate and construction that began over 50 years ago. Decades in the business have taught us how to create homes that are timeless in design, universal in their appeal, and comfortable for homeowners at every stage of life. Being a forward-thinking company matters to us and influences everything from where we build our projects to the amenities and technologies we build into them.

Bosa is proud to have been named an Aon Best Employer for 2017 and 2018, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.

About the Role:

Supervising a team of skilled Property Accountants, the Assistant Controller will be responsible for ensuring the integrity of our monthly financial information and reporting for all of our Income Producing Properties. Supported by strong leadership, the Assistant Controller will have excellent training and resources available to them at all times.

The purpose of this position is to liaise with the Property Management group to ensure that all rent, common area maintenance and property taxes are accrued, paid and accounted for. The role is responsible for ensuring all monthly, quarterly and annual property accounting activities are executed in an accurate and timely manner. These activities include, but are not limited to:

- Preparation of financial statements;
- Intercompany reconciliation;
- Forecasting cash flow changes;
- Cash flow analysis;
- Preparation of budgets for income producing properties;
- Ensuring efficacy in areas of accounting and reporting;
- Provide property consolidation;
- Liaison with intercompany personnel to ensure operating efficiencies;
- Preparing cash flow analysis for executive team.

What you Bring:

You are an intelligent, results-oriented professional with a curious mindset and the desire to continuously learn more. You are also passionate about improving the way we work and excited about developing yourself and your team. You are proud of your ability as a communicator, trainer, mentor, and leader, and you are calm when faced with pressure and deadlines.

Our Must Haves:

Beyond the great qualities that you bring to our team, you should also have the following experience and skills:

- Supervision experience of at least 3 direct reports;
- CPA Designation;

- Strong proficiency in Excel;
- 4-6 years of experience in the Property Management Industry;
- Experience with YARDI would be an asset.

Your Rewards:

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **RRSP Matching Program**
- **Professional Development and Education Support**

How to Apply:

Please submit an application using the links provided, or by sending an email to people@bosaproperties.com. We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.