

SHAPE PROPERTIES CORP.

Development Accounting Coordinator, Shape Properties

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

OVERVIEW

SHAPE is currently seeking a motivated Development Accounting Coordinator who is an excellent multitasker with exceptional communication and time management skills. The Development Accounting Coordinator will be responsible for processing high volume invoices and payments in an accurate and timely manner. The role will also require collaborating with the Construction and Design & Planning departments to prepare and organize documentation for project funding.

To succeed as a Development Accounting Coordinator, you should have a solid understanding of basic accounting principles, be ethical, thorough, and attentive with excellent verbal and written communication skills.

Primary Responsibilities:

The Development Accounting Coordinator will be supporting the development and cost accounting team including, but not limited to:

- Process a high volume of invoices, payments, and commitments in accounting system (Yardi) in an accurate and timely manner based on monthly reporting cycle
- Reconcile bank statements and update monthly working papers
- Assist with preparation and organization of supporting documentation for monthly, quarterly and annual compliance activities including quantity surveyors, project funding and annual audits
- Various administrative duties such as scheduling and filing

Qualifications:

Required Education and Experience:

- Bachelor's degree in Accounting or related field
- Proficient in Microsoft Word and Excel
- Yardi experience preferred
- Work experience in the real estate industry, particularly in real estate development and construction, is a major asset

Required Knowledge, Skills, Abilities and Characteristics:

- Strong foundation of basic accounting principles
- Delivers and demands excellence in everything they do
- Performs job duties in an accurate, detail-oriented and productive fashion
- Hard-working with a strong sense of urgency, ability to prioritize tasks and adaptable to change
- Enthusiasm and genuine passion for real estate and construction
- Displays service excellence in dealing with internal and external parties
- Energetic, friendly, and collaborative and team-oriented work style

To apply, please visit our website at <http://shapeproperties.com/careers>