

November 30, 2018

JOB TITLE

Director of Accounting

REPORTS TO

CFO

COMPANY

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. By the end of 2018, Chard will have completed over 1.3 million square feet of its own signature developments.

SUMMARY

Chard is looking for a Director of Accounting to join our growing team. This entrepreneurial and growth-oriented individual will be responsible for managing multiple residential, mixed-use and/or commercial projects and must have a strong work ethic. The ideal applicant has a CPA designation with finance experience and direct real estate experience being a major asset.

The Director of Accounting will report directly to the CFO and will liaise with the Vice President of Operations, Vice President of Marketing, Vice President of Project Design to ensure that company's development goals, objectives and policies are met. This role will be based in Chard's downtown Vancouver office.

This position will focus on providing oversight to all accounting operations; managing the accounting team; overseeing monthly and quarterly reporting to partners; assisting with acquisitions and financing and managing the cash flow operations of the Chard group with regular reporting to owners.

DIRECTOR OF ACCOUNTING DUTIES

Partner Reporting

- Manage the institutional partner reporting process
- Oversee quarterly reporting
- Manage the ongoing monthly financial reports for partners

Policies and Procedures

- Improve financial policies on invoicing and process payments
- Improve the overall financial control environment in Chard

Financial Controls

- Improve analysis frame work to proactively analyze projects
- Manage critical dates for reporting and financial requirements for all LPs, forward sales and financing documents
- Manage the CAM statements and budget review for all holding income properties
- Manage annual budgets and long term projections
- Cash flow management

Cash Flow Management

- Project cash flow analysis to determine debt/equity requirements, potential shortfalls and to assist in creating creative financing structures

Financing

- Assist in preparing financing proposals and be part of the process of comparing/selecting lenders
- Assist in preparing investment packages for potential projects
- Support acquisitions with adhoc financial analysis as requested
- Assist with a variety of miscellaneous projects requiring financial decisions (e.g. redevelopment and re-leasing analysis, business evaluation)
- Refine and develop financial models to analyze potential and current acquisitions and developments, dispositions, financing, credit reviews, lease activity that assist in optimizing business decision making

QUALIFICATIONS

- To be considered for this role you will have accounting related qualifications or experience.
- Specifically, you will have
 - o A CPA and/or CFA designation
 - o 3-5 year's capital budgeting or real estate industry experience
 - o Demonstrated financial modeling skills
 - o PC proficiency in Microsoft Excel and Word
 - o Previous budgeting, forecasting, reporting and valuation experience an asset
 - o Sage experience an asset
 - o Strong financial, analytical and organizational skills
 - o Strong written and oral communication skills
 - o Ability to work in a fast-paced environment handling multiple tasks
 - o Team oriented, motivated, and collaborative with proven results
 - o Performs job duties in an accurate, detail-oriented and productive manner
 - o Takes personal ownership and ability to work independently
 - o Uncompromised ethics and integrity
 - o Displays service excellence in dealing with internal and external clients and partners

Chard Development offers competitive wages and benefits, including extended health, vision and dental. If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.