



**January 28, 2019**

Keltic Canada is a Canadian owned real estate development company in downtown Vancouver specializing in residential, industrial and mixed-used properties. Keltic has a very clear focus on long-term strategic development in Greater Vancouver. Keltic is supported by a very experienced executive senior leadership team who are committed to achieving our corporate goals and working within a very positive company culture.

To add to our growing team, Keltic is currently seeking an experienced General Accountant who is a team player with an exceptional work ethic.

**Job Title:        General Accountant**

**Position Mandate:**

- To input accounts payable in a timely and accurate manner and assist in the day-to-day operations of the Accounts Payable function.
- Handle the full cycle of accounting bookings in a timely manner so that the monthly financial statements can be produced the second week of subsequent month.
- Assist with project accounting and budget control.
- Must be aware of key cut off dates, payment requirements and the status of the A/P cycle at all times to ensure that the costing and payment functions are maintained to the highest standards.

**General Functions:**

- 1. Budget and Commitment Responsibilities:**
  - Release of holdbacks
  - Budget changes tracking
  - Commitment monitoring
- 2. Decision Making Responsibility:**
  - Reconciliation of supplier payments
  - Report on cash needs for next payment cycle
  - Reclassification of costs from direct to contract
- 3. Adhere and comply to corporate internal control policies**
- 4. Routine or Complex Non-Routine Tasks: (1,000 invoice/month – 200-500 cheques/month)**
  - Invoices - Distribute invoices for coding/approval and process cheques

## 5. Duties and Responsibilities:

- Full cycle accounting:
  - AP/AR, GL modules, Cash management, job costs
  - Accounting for development project transactions
  - Accounting for parent companies and inter-company transactions
  - Month-end closing and report generation
  
- Management accounting:
  - Job cost reports
  - Budget tracking, assist with cash forecasting
  - Ad-hoc analysis and reporting
  - LC issuance/tracking/collection
  
- **Financing:**
  - Assist in preparation of loan application documents
  - Assist with construction draws
  - Respond to requests, information, documentation
  
- **Accounts payable and job costing:**
  - Invoice coding
  - Job costing
  - Filing and document management
  
- GST filing and remittances
- Bank statement reconciliations
  - Bank accounts
  
- Facilitating all other transactions, analysis, and ad hoc tasks as required by management

***To apply, please send your resume and cover letter to Heather Armstrong at:***

[harmstrong@kelticdevelopment.com](mailto:harmstrong@kelticdevelopment.com) with "General Accountant position" in the subject line. We would like to thank all applicants for their interest, however, only those selected for follow-up will be contacted. No phone calls please.