

Woodbridge Homes is seeking an experienced and well-rounded Corporate Accountant to join their team!

About Woodbridge:

For 20 years, creating spaces that create a superior home life has been our way of life. At Woodbridge, we know that a home is much more than walls and a roof – a home is the very foundation for everything you do. It's where you spend quality time with your family and where you get away from the world. That's why Woodbridge is committed to designing homes where you can live your best life. We're dedicated to the details that matter to you, to plans with a purpose, and to consistency of vision from concept to execution. You could say that building quality homes that fit your needs isn't just what we do, it's who we are... and who we intend to be for at least another 20 years.

wbhomes.ca

Job Summary:

The Corporate Accountant reports to the Director of Finance and will have regularly scheduled tasks, as well as ad hoc accounting & finance responsibilities that will generally support the busy and collaborative finance team at Woodbridge.

We are looking for accountants who are bright, hard-working, professional, confident, and dynamic. This is a wonderful opportunity for someone who really wants to grow with a mid-sized, Vancouver-based real estate company.

Key Responsibilities:

- Responsible for the accounts payable process, including account coding, input, payment scheduling, cheque generation, mailing and filing for various entities
- Processing and reconciliation of monthly expense reports and reimbursements for internal staff
- Review daily banking and prepare daily cash flow reports
- Manage cash flows, transfers and corporate banking
- Prepare monthly bank reconciliations
- Oversee and maintain bank account information with appropriate signature authorities;
- Reconcile intercompany accounts
- Manage all aspects of the general ledger, including journal entry postings for the various investment funds and entities within the corporate group



- Draft and prepare monthly financial statements for review papers
- Assist with the preparation of annual financial statements, tax return and related filings
- Preparation and filing of GST returns for the various corporate entities
- Ensure timely payment of tax installments for various entities
- Monitor annual budgets throughout the year and report variances
- Prepare dividend resolutions for review and signature and prepare annual return filings for various corporate entities
- Respond to queries from staff, investors and vendors
- Prepare ad hoc reports as necessary and other duties as assigned

Required Skills & Qualification:

- CPA Designated
- Minimum 2-3 year accounting/bookkeeping experience
- Knowledge of basic accounting principles
- Familiarity with QuickBooks and Sage 50 is an asset
- Strong computer skills with proficiency in MS Outlook, particularly Microsoft Excel and Word
- Team oriented, self-motivated, and collaborative with proven results
- Strong analytical, organizational and communication skills
- Enthusiasm and genuine passion for real estate

This is an opportunity to work in a dynamic and fun-loving work environment, and be involved with a successful company's accounting process. Working with an experienced Director of Finance, as well as 4 other Accountants, will enable you to grow and enhance your accounting experience and career.

To Apply:

If this opportunity sounds like a good fit for you, please submit your resume and cover letter in confidence to: fleung@wbhomes.ca with the subject line "Corporate Accountant".

We thank all applicants for their interest however only those selected for an interview will be contacted.

