



About S&P Real Estate Corp.

S&P is an international real estate boutique specializing in the design, marketing and sale of luxury and super prime real estate, located in Vancouver, BC. S&P provides world-class developers with a bespoke service that includes access to its exclusive worldwide-network of national and international sales partners. For further information, please visit www.sprec.com

Purpose of Role

The Intermediate Accountant shall be involved with all financial and accounting activities within the Company. The successful candidate will be responsible for accounts payable, accounts receivable, financial reporting, policy and procedure compliance. This position will work closely with the Controller to achieve the Company's financial goals.

Primary Duties and Responsibilities

- Prepare monthly financial statement working paper and quarterly consolidated financial statement
- Prepare journal entries to accounting system
- Research and report results on various accounting and tax matters
- Assist in the review and reconciliation of bank accounts on a monthly basis
- Process project related payables and receivables
- Manage the Project Accounting setup of new projects and the tasks required to maintain the project through its lifecycle
- Review and prepare commission calculation reports and invoices
- Manage Employee benefit administration
- Other duties and projects as required by the business

OUTPUTS/OUTCOMES FROM SCOPE OF WORK

- Process all accounting transactions and prepare financial statements in a timely manner
- Provide improvement on procedures in accounting and internal control
- Prepare and send monthly project invoicing for recoverable expenses, retainers and commissions in accordance with the project's draw schedule
- Prepare monthly reconciliation of commissions to be billed to clients
- Prepare monthly reconciliation of commissions to be paid to sales team members
- Assist with ad-hoc reports as needed

Qualifications

Required

Qualifications include:

- Bachelor's degree in Commerce, Business Administration or a related field.
- Minimum third year standing in a recognized accounting program, or equivalent.
- Experience with payroll processing preferred, not mandatory.
- Minimum three years' experience in a comparable accounting position.
- Demonstrated knowledge of financial accounting, bookkeeping, and office procedures.
- Considerable knowledge of computer-based accounting systems.



- Highly developed organizational and interpersonal skills, with the ability to multi-task and meet deadlines with accuracy.
- Ability to perform complex account reconciliations.
- Strong analytical and problem-solving skills.
- Experience with multi-entity, multi-currency environment and intercompany reconciliation.
- Structured, disciplined and organized; a systems thinker with demonstrated process improvement skills and knowledge of accounting best practices and standards.
- Exceptional interpersonal and communication skills (written, oral, presentation); communicates in a clear, concise and organized manner; listens to others to obtain information.
- Advanced level computer skills, including hands-on experience with an accounting software package (such as Sage 300) and an excellent working knowledge of Microsoft Office, specifically Excel.
- Excellent verbal communication skills; able to effectively organize the information and analysis in a way to easily understand, bring to attention key insights that results in diligent decision making by the organization;
- Professional in demeanor and appearance, a self-starter, efficient, and a “team player.”

Preferred

- Experience with Real Estate Trust Accounting.
- Experience with Salesforce

Working conditions and Physical Requirements

- Able to travel within and out of country as required

Contact

To apply, please send your resume and cover letter to hr@sprec.com