

Surrey City Development Corporation

Surrey City Development Corporation (SCDC) is a for-profit real estate company that works exclusively in Surrey, British Columbia. The company is governed by an independent professional Board of Directors who represent the company's sole Shareholder, the City of Surrey. The company operates at arm's length from the City of Surrey with independent finance, operations and governance. SCDC's Mission Statement is as follows:

“We work to make Surrey better for its citizen's through real estate”

As such, SCDC's primary role is in “city building” and helping the City of Surrey achieve its social, cultural, economic and environmental objectives while also providing a profitable return on its overall real estate activities. Surrey's Mayor and Council have recently reaffirmed the City's commitment to SCDC and 2020 will see the company initiating some of the region's most exciting and progressive developments.

We are seeking a Staff Accountant to join our team. Reporting to the Controller, this is an important role in the company as it handles the day-to-day accounting functions of the organization while working closely with the entire SCDC team. We are looking for a personable, energetic and detail-oriented individual who will contribute to our company culture and values.

The SCDC offices are located in the Central City complex, immediately adjacent to the Surrey Central SkyTrain station and transit exchange. More information can be found on our website: www.scdc.ca

Staff Accountant

Responsibilities

- This role reports directly to the Controller
- Responsible for full cycle bookkeeping activities, including preparing journal entries, weekly cash reconciliation, capitalized interest and salary calculations, cheque preparation, bank runs, and monthly accruals
- Maintain computerized accounting records for SCDC and subsidiaries
- Prepare monthly and quarterly account reconciliations
- Prepare and collect bi-weekly timesheets for all staff and submit to the City of Surrey's payroll department
- Responsible for accounts payable and accounts receivable
- Prepare monthly unconsolidated financial statements for SCDC and coordinating data share with City of Surrey on a monthly basis
- Prepare and file SCDC and subsidiary GST returns
- Assist in the preparation of operating expense and capital expenditure reports
- Assist in the preparation of operating expense and capital budgets for the upcoming year
- Prepare monthly project cost reports for all active projects, and review reports with the Senior Accountant and the Development Team
- Prepare Staff, Corporate, and Board expense reports
- Assist with preparation of year-end working papers required by the company's external auditors
- Assess the efficiency and effectiveness of the current accounting processes to streamline workflow
- Ad-hoc accounting and administrative tasks as required

Desired Qualifications

- Post-secondary diploma or degree in accounting completed or near completion
- Excellent Excel skills required
- Advanced formal writing skills and Microsoft Office and Outlook skills
- Experience using QuickBooks an asset
- Enthusiastic to take on a variety of challenges and opportunities
- Knowledge of land use planning, development, and real estate is preferred
- Strategic and innovative thinker and a problem solver able to provide creative solutions to complex issues
- High attention to detail, and the ability to work well as a team player
- Excellent interpersonal and communication skills

Please submit your cover letter and resume to accountingcareers@scdc.ca. Only those selected for an interview will be contacted.