



KINGSWOOD
REAL ESTATE

Job Title: Senior Accountant

Starting: March 2020

Location: Burnaby (Near BCIT)

APPLY: Please apply via email to ketan@kingswood.ca

No phone calls or personal visits without invitation please.

About the Company

Are you a highly motivated individual, detailed oriented accounting professional looking to join a dynamic team? If so, then you may be the right person for our boutique real estate development company. Kingswood Real Estate is located in beautiful Metro Vancouver, British Columbia, where our real estate development company has seen consistent growth in the last 7 yrs. We are seeking that special driven individual to join us as our Senior Accountant and to assist in our accounting function for multiple companies.

This is an excellent opportunity to develop and utilize your skills with a team of 5 other highly productive, professional team members and where you will always be challenged every day. The position and team will evolve over time, allowing you to grow while in the role. As a key member of the team, you will have direct control to shape and develop the accounting function while reporting directly to one of the Principals.

Key Responsibilities:

General Responsibilities

- Full cycle accounting for multiple real estate development companies in QuickBooks
- Process general accounting functions, including, payroll, GST filings, A/P ledger, preparation of all year-end tax filings, monthly cheque runs etc.
- Managing the preparation of the NTRs with our external Corporate Accountant
- Maintenance of the chart of accounts, reconcile all bank accounts & reconcile I/C accounts
- Perform budget variance analysis at a project level
- Develop, implement and compliance with Company's accounting policies and procedures
- As and when team expands, manage and supervise project accountants
- Prepare quarterly and year-end financial statements and reporting to investors
- Prepare and monitor budgets for each project and cash flow forecasts
- Prepare QS (Quantity Surveyor) reports for monthly draws from lender
- Liaising with external accountant for preparation of Notice to Readers, T2s, T-slips and tie back to internal accounts
- Assist in reviewing overall corporate insurance policies for the Group, Course of Construction Insurance, wrap-up insurance, etc

Controls and Processes

- Develop and implement finance controls and processes; recommend improvements and new controls as necessary;
- Improve and streamline controls and processes through use of technology. Introduce new tools as needed to drive efficiencies in existing processes
- Develop and implement reporting in order to assist in efficient investor (external) and management (internal) reporting

Business Involvement

- Assist in the preparation of proforma for new development projects
- Assist in conducting diligence work on development projects – feasibility analysis

Qualifications

General

- Bachelor's degree in Accounting, Finance or Business Admin - CPA, (CGA or CA)
- Min 5+ years hands on accounting experience
- Strong supervisory and managerial skills, including the ability to take charge, ensure accountability and provide team leadership and guidance
- Excellent accounting & technical skills with attention to detail and drive for accuracy
- Deadline oriented, outside the box thinker, proficient in analytical analysis, proactive
- Goes above and beyond what is required and takes ownership of work and understands business practices
- Superior verbal and written communication skills and fluency in English is required
- Excellent communication and interpersonal skills
- Ability to multitask, work under pressure, meet deadlines and prioritize
- Real Estate experience highly desirable

Technology

- Advanced skills in QuickBooks
- Highly proficient with Excel and Word creating user friendly deliverables
- Proficient in Microsoft Outlook