

Project Accountant

Founded in 1992 and focused in the Metro Vancouver region, Rize is a full-service real estate development, construction management and property management company. Our current portfolio has over \$2 billion in project value resulting in 2,600 homes and 620,000 square feet of commercial space. With close to 3 million square feet in active or planned construction starts, we create places that matter.

Our team has found great success with a collaborative approach, a place where suits are rare and working smart is the norm. We take great pride in this dynamic culture and the brand that represents it, and use it to create communities that are unique to themselves and meaningful to those who live and work within them. In the last 3 years, we have doubled in size and continue to search for the right people to join our team. Never stagnating, always evolving. We are full of intention, aspiration and most importantly - action.

This Project Accountant role carries out various accounting functions for the projects they are responsible for. This is a great opportunity for someone with a few years of project accounting experience and is looking to get progressive responsibility, exposure, and guidance as you lend your skills and expertise to our current and future projects.

Responsibilities

- Prepare monthly bank loan draws and liaise with the Quantity Surveyor;
- Prepare internal and external reporting packages (Job Cost Reports, Property Management Trending Reports, Partner Reports etc.), and work with other departments to gather information;
- Full cycle accounting including accounts payable, accounts receivable, and bank reconciliation;
- Record journal entries and prepare monthly financial statements for project entities;
- Maintain project proforma and ensure actual cost is updated on a monthly basis;
- Collect invoices, obtain approvals, and work with Accounts Payable in getting payment ready in a timely manner;
- Prepare manual print cheques as needed;
- Liaise with vendors to correct errors and follow up on outstanding documents (Stat Decs, WCB Clearance Letter etc.);
- Process Contracts, Purchase Orders, and Change Orders in Timberline;
- Monitor and maintain project cash flow;
- Prepare and file government information returns (GST, PST, Translink Tax etc.).

Qualifications

- 2 years of project accounting experience;
- Adequate experience with Sage 300 Construction is preferred;



Rize Alliance Properties

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- Post-secondary degree or certificate in accounting is preferred;
- Proficiency in the use of software applications, databases, spreadsheets, and word processing;
- Candidates should have good knowledge of accounting principals and practices;
- Good communications skills, both oral and written;
- Good organizational and time management skills;
- Ability to work with confidential material and maintain high standards of ethical conduct.

This position can be performed remotely at home during the ongoing COVID-19 pandemic, with options to work some days at our downtown head office.

Please apply online at this link:

<https://rize.bamboohr.com/jobs/view.php?id=54&source=aWQ9Nw%3D%3D>

