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## Manager, Accounting

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

### ABOUT THE ROLE

Reporting to the Vice President, Corporate Finance and Accounting, the Manager, Accounting is responsible for a full spectrum of accounting duties including monthly, quarterly and annual financial & operational reporting, corporate tax returns, cash management and compliance for multiple entities. There is also an emphasis on communication and relationship building with business partners, vendors, and other stakeholders.

### Primary Job Responsibilities

- Key accountabilities this position is responsible for:
  - Reviewing the monthly consolidated working papers to ensure timely reporting to co-owners/partners.
  - Reviewing the monthly bank reconciliations, consolidation/elimination entries, cash flow forecast, draw requests, payables, cash management and monthly distributions.
  - Researching and preparing complex accounting memos, detailed review of year-end consolidation working papers and financial statements.
  - Executing of the year-end audits and all reporting deliverables and the key contact for external auditors and business partners.
  - Communicating and liaising with business partners, legal counsel and banks for corporate transactions such as common share and partnership unit issuance, new entity set-up, cross-trades, dissolution, annual reporting compliance and ad hoc external party requests.
  - Reviewing of annual corporate tax returns and supporting working papers and key contact for external tax accountants.
  - Train, supervise and coach Senior Accountants.

## Qualifications

### *Required Training and Experience*

- CPA designation required (minimum four years post qualification experience in public practice and/or industry) with a strong technical knowledge of IFRS and Canadian corporate tax.
- Experience managing the full accounting cycle for multiple entities is an asset.
- Work experience in the real estate industry, particularly real estate development, is a major asset.
- Passionate about continuous improvement with experience in process and systems improvement or implementation.

### *Required Knowledge, Skills, and Abilities*

- Proficient with using Excel and other Microsoft Office tools.
- Very systems savvy, and able to assess current usage of systems and areas of opportunity to optimize and improve said usage. Experience using Yardi is an asset.
- Works with a sense of urgency, energy and curiosity.
- Strong ability to adhere to deadlines under pressure, proactive, dependable and solutions oriented.
- Collaborative and communicative with excellent relationship building skills.
- Team-oriented, motivated and collaborative; keenly focused on coaching and mentoring.
- Positive and energetic personality with strong organizational abilities and an ability to learn quickly.

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