
Corporate Accountant

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 VP of Finance + Corporate Accounting, the Corporate Accountant will find themselves part of a high-performing and dynamic team with future opportunities for growth and advancement. The successful candidate will be responsible for providing support of the full cycle accounting including monthly and annual close processes, corporate tax returns and regulatory compliance of SHAPE's advisory businesses, as well as administrative support to the team.

Primary Job Responsibilities

- Completion of month end close processes including preparing journal entries, completing account reconciliations and interest calculations
- Preparation of annual financial statements
- Process corporate vendor invoices and employee expenses including:
 - Review and distribute invoices for approval
 - Enter accounts payable invoices into system
 - Preparation of EFT and cheques and distribute for signature
 - Point of contact for all accounts payable related queries
- Communicate and resolve discrepancies with vendor invoices, employee expenses and completing A/R reconciliations
- Preparation of monthly disbursements, recoveries and project invoicing
- Preparation of monthly bank and trust reconciliations
- Preparation of monthly GST and annual tax returns
- Provide administrative support including scanning, filing, and meeting room bookings

Qualifications

Required Knowledge, Skills, and Abilities

- Attention to detail and ability to multi-task working in a fast-paced environment
- Passionate about continuous improvement with experience in process and systems improvement or implementation
- Positive and energetic personality with strong organizational skills and an ability to learn quickly
- Collaborative and communicative with excellent relationship building skills
- Team oriented, motivated and collaborative
- Strong ability to adhere to deadlines under pressure. Proactive, dependable and solutions oriented
- Works with a sense of urgency, energy and curiosity

Required Training and Experience

- Post-secondary education with emphasis on accounting is beneficial, but not required
- 1-3 years of relevant experience with bookkeeping and administration
- Proficiency in Microsoft Excel, Word and Adobe Acrobat (strong Excel skills would be a great asset)
- Yardi Voyager software experience a plus

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting.

To apply, please visit our website at <http://shapeproperties.com/careers>