
Senior Development 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 5M 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 Executive Vice President of Development Accounting, the Accountant will be the key accounting representative on the assigned development projects. The role will support and collaborate with other departments to monitor and forecast project performance on development projects across asset classes. The position requires a person with strong attention to details and exceptional analytical skills. The ideal candidate is a team player with a passion for real estate.

Primary Job Responsibilities

- Manage project performance from a financial point of view throughout the entire development process from planning stages to construction completion
- Maintain a thorough knowledge and status of all aspects of the project by monitoring budgets/schedules and regularly meeting with the project teams
- Prepare and review monthly development and construction progress draw requests
- Prepare monthly internal project job cost reports and quarterly management reporting packages
- Review invoices, contracts, change orders, and purchase orders along with supporting documentation and ensure all necessary approvals are met
- Code and enter monthly construction progress draws and committed costs into the accounting system (Yardi) in an accurate and timely manner
- Project cash flow forecasting and anticipate future cash deficiencies
- Perform account analysis and reconciliations
- Identify and implement ideas for process improvement using Yardi
- Analyze historical project costs and provide benchmarks for future projects
- Assist in year-end audit working papers and documentation as necessary
- Other ad-hoc accounting and project-related support as required

- Proactive engagement in the industry through reading, networking, and attending events/conferences for professional and personal development purposes

Qualifications

Required Knowledge, Skills, and Abilities

- Business acumen and strong understanding of real estate development and construction fundamentals
- Strong interpersonal, written and oral communication skills are paramount in this role
- Strong analytical and organizational skills are key
- Ability to work in a fast-paced and high-change environment
- Team-oriented, motivated, and collaborative with proven results
- Strong sense of urgency and ability to prioritize tasks
- Strong computer skills with proficiency in MS Outlook, Microsoft Excel and Word. Yardi experience is a definite asset
- Ability to perform job duties in an accurate, detail-oriented, and productive fashion
- Ability to display service excellence in dealing with internal and external parties

Required Training and Experience

- Bachelor's Degree in Accounting or Finance
- Accounting designation
- 5+ years of accounting and analysis work experience
- Experience in real estate development and/or construction industry preferred

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate can expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Senior Development Accountant may be required to travel to different sites from time to time.

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