

Purpose Driven Development is a rapidly growing real estate development firm located in Vancouver – we unlock the potential of redevelopment to create communities where we can all thrive. We currently partner with non-profits, governments, First Nations and developers to deliver projects that prioritize affordability, sustainability, and financial viability for investors, our clients, and our communities. Our projects are recognized for their ingenuity in creating profit through purpose through global and national awards.

We are currently seeking an **Accountant** to join our team. The successful candidate will be a methodical, process-driven, and detail-oriented accounting professional who takes satisfaction in creating and maintaining strong financial reports and is able to balance current needs with long term goals.

The Accountant will have primary day-to-day responsibility for all corporate and project-related accounting functions for up to six development projects. This role will potentially allow for rapid progression within a small and rapidly growing development team. Reporting to the Manager of Operations, your responsibilities would include:

Corporate

- All aspects of corporate accounting including invoicing, bank, loan schedules, monthly reports, cashflows, and GST filings.
- Correspond with CRA, our financial institutions, and external resources as needed.
- Sourcing, evaluating, and assessing corporate and other grant opportunities.
- Liaising with external accountants for preparation of year-end (Compilation Engagement) financial statements.
- Special projects as required.

Project

- Assisting non-profit clients with accounting needs as required.
- Liaising with external accountants for preparation of year-end (Compilation Engagement) financial statements.
- Owning funding and financing summary.
- All aspects of project accounting including preparation and review of:
 - draw/funding requests
 - tracking systems for lender reporting requirements
 - cash flows for multiple projects/clients
 - monthly reporting package for projects, including comparative reports of GAAP operating results, financial position, and variance explanations.

Qualities

- Extremely systems-oriented – enjoys creating replicable forms and methods. Able to maintain sight of the bigger picture whilst spending time in the details.
- Responsive and analytical by nature, with a strong aptitude for finance/numbers.
- Curious, with a solutions-oriented approach to problems and the ability to focus on the details while keeping an eye on the bigger picture.
- Thrives in an autonomous work environment and has the foresight to bring others in as needed.
- Meticulous attention to detail and a strong commitment to accuracy.
- Flexibility and the ability to thrive in a fast-paced environment.

Qualifications/Experience

May include:

- CPA designation.
- Work experience that demonstrates the above qualities and skills - directly relevant work experience in the real estate development/construction fields would be preferable.
- Intermediate to Advanced Excel and QuickBooks Online skills.

Compensation

Opportunity for part-time at 30 hours a week or potentially full-time at 37.5 hours/week depending on candidate.

Compensation will be determined based on experience.

How to Apply

Submit a resume and cover letter to Annelise van der Veen at annelise@purposedrivenroi.com by December 16. Any questions regarding the position should also be directed to Annelise.