

Project Accountant

Department: Projects
Division: Multiple
Position Type: Full-time
Location: Surrey, BC

Date: May 1, 2019
Reference No. BC-PRJ-190501

Position Profile

You love numbers and can make them sing. You are known for your attention to detail, friendly manner and ability to multi-task while staying organized in a busy environment. You are progressive, confident, and when there is an issue, you seize it and don't let go until it's solved—all the while meeting tight deadlines. You are a seasoned accountant who welcomes challenge and isn't afraid to ask the hard questions. You are a self-starter with a strong work ethic and are keen to apply all you have learned. You know how to collaborate and work in a team. You love finding solutions using your pragmatic yet persistent approach.



Duties & Responsibilities

Construction:

- Plan, direct and administer all aspects of construction accounting including cash management, job costing, contract management and reporting
- Monitoring, reviewing, and reconciling: budgets, holdback accounts, construction loan draw requests, invoices and all project assets
- Identify construction budget variances; provide meaningful explanations in conjunction with the Construction Team
- Tracking and administration of contracts and change orders in accordance with internal policies
- Prepare timely monthly reports for review with management – Job Cost, Proforma's and WPF's
- Monitor the construction cash flow and forecast numbers to ensure accuracy and planning
- Ensure that construction management fees and other A/R are billed and collected

Development:

- Develop and manage project proformas and cost reports
- Monitor, review, and reconcile: budgets, holdback accounts, construction loan draw requests and invoices



- Prepare financial statements and ensure compliance with accounting standards and procedures for multiple project entities and prepare and analyze working papers for project entities, ensuring that financial information provided is timely and relevant for effective decision making
- Review monthly accounts payable related to project entities
- Track and reconcile intercompany and interdivisional accounts
- Assist in the audit preparation for project entities
- Prepare monthly bank reconciliations and assist with electronic banking administration as required
- Ad-hoc analysis and projects as required

Qualifications

- Professional accounting designation and/or 5+ years of experience in real estate development or construction accounting, preferably with multi-family residential and/or mixed-use development experience
- Exceptional oral and written communication skills must have the ability to communicate effectively
- Accurate and detail oriented with the desire to work in a team environment
- Experience with cash management, budgeting, and financial reporting
- Knowledge of Timberline software
- Advanced level Excel skills
- Experienced with Microsoft AX is an asset
- Strong written and verbal communication skills
- Very organized and able to multi-task in a fast-paced environment
- An independent worker with a proactive approach
- Proven ability to work with multiple projects

Education

University or college degree or diploma, accounting; professional accounting designation considered an asset

About IOM

We are Isle of Mann—a vertically integrated group of real estate professionals committed to community growth and business success through disciplined investment and mindful development. Integrity, humility and respect are at the core of who we are.

Our Projects department utilize internal expertise in locating sites that naturally lend to the nuances of quality home living and economic development. Through thoughtful construction practices and a diligent quality control protocol, the vision is executed with competence and care. The seamless integration of our projects within their environments, and the vibrant communities that result, are the hallmark of any Isle of Mann development.

Working at IOM

We are a family—and like family, we support one another and take pride in each other's success. But also like a family we have high expectations of each other. We work toward ambitious goals that demand top performance at all times—then we strive to do better.

We recognize that talented people want to create and make an impact. To this end, we invest wholeheartedly in the entrepreneurial strength of our team by supplying the tools, training and unfettered access to senior leadership for support and mentorship. As a result, IOM employees are largely self-sufficient, quick learners who can hit the ground running.

We work in cross-functional teams that are driven by results. We check our egos at the door and rely on direct communication. We are casual and approachable, but always professional. We take pride in our work by executing with competence and care. We are passionate about what we do and live for a challenge.

Continued on next page >



Please submit resume and cover letter to Careers@IOMPropertyGroup.com with the title of the position in the subject line.

Please, no unsolicited resumes or phone inquiries from agencies. View our [Policy on Unsolicited Resumes](#) on our website.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Isle of Mann is an equal opportunity employer.