

April 12, 2022

JOB TITLE

Controller

REPORTS TO

Director of Accounting

COMPANY

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time.

SUMMARY

Chard Development is seeking a Controller to support our growing accounting department. The role requires a highly organized individual who thrives in a multi-tasking environment with multiple projects, critical deadlines and a variety of stakeholders. The successful applicant must be able to actively lead the accounting team, anticipate upcoming needs and challenges and interface with a variety of individuals both inside and outside of the company.

The ideal applicant has a CPA designation and an understanding of the development, construction, engineering or architectural industries. A minimum of 5 years work experience is required within a related field. This individual must excel with digital and written communication and organizational systems. Ambition to learn more about development, construction, and all facets of our business are key characteristics for a successful candidate. The successful candidate will report to Director of Accounting.

DUTIES

- Responsible for oversight, training, and mentorship of accounting team
- Oversee full cycle accounting for multiple entities
- Preparation/oversight of bank entries and reconciliations
- Preparation/oversight of monthly job cost reports and financial draw process
- Managing CRA compliance and audits
- Oversight of misc regulatory filings
- Ability to review and enhance internal controls
- Monthly review of financial statements
- Monitor bank accounts and manage cash flows
- Responsible for setting and maintaining high degree of process and controls
- Monthly and Quarterly chargebacks
- Ensure all entities are compliant with GST and other statutory filings
- Liaising with vendors to resolve any issues
- Managing year end financial statement and tax reporting process
- Other duties as required

JOB REQUIREMENTS

- Prior supervisory experience required
- Ability to work in a fast paced environment with multiple deliverables and deadlines
- Strong computer skills including Word and Excel
- Detail oriented, methodical, with fast data entry skills
- Solid interpersonal and communication skills (both oral and written)
- Able to work collaboratively in a team environment
- Able to meet timely deadlines and ensure appropriate response times
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Degree along with a CPA designation
- Minimum (5) five years' relevant accounting experience
- Experience with Sage Timberline software is an asset
- Experience with Timberscan software an asset
- Real Estate development experience an asset

Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.