

**JOB TITLE**

Junior Project Accountant / Project Accountant

**REPORTS TO**

Controller

**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 Junior Project Accountant/ Project Accountant to support our growing accounting department. This is a newly developed role to account for recent company growth. 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 engage as a member of the 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 background within the development, construction, engineering or architectural industries. A minimum of 3 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 Controller. This position is excellent for a candidate who has interest in the development industry and is looking to enhance their knowledge and skills.

**DUTIES**

- Process invoices for ongoing projects and work with Development Managers to ensure appropriate coding and approval in accordance with Company policy
- Prepare monthly job cost reports
- Monthly bank reconciliation and bank deposits
- Monthly maintenance of prepaid, receivable, intercompany tracking schedules
- Monthly/Quarterly GST remittances
- Assist with vendor inquiries and account reconciliations in a timely and professional manner
- Maintain the accounts payable filing system, including paper and electronic invoices, general accounting; data and providing scanned invoices and related documents for monthly financing draws
- Complete year end financial statement audits and review engagements for assigned entities
- Other duties as required

**JOB REQUIREMENTS**

- Strong computer skills including Word and Excel
- Detail oriented, methodical, with fast data entry skills
- Ability to multitask, establish priorities and work independently

- 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 (3) three 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](mailto:careers@charddevelopment.com). We thank all applicants who apply, but only those who are qualified may be contacted.