

ACCOUNTANT

WHO WE ARE

At Bold, we're driven by the human experience of space, merging technology & design to create unparalleled homes. We believe the human experience should drive every detail. We're not just developers. We design, build, and sell homes that put people at the forefront. Our human-centered approach extends to our people, as our working culture promotes creativity and collaboration within our passionate team of real estate professionals.

THE OPPORTUNITY

Bold Properties is seeking a dynamic, driven and detail-oriented Accountant that will work out of our beautiful head-office located in downtown Vancouver. You will be part of a close-knit accounting team and work closely with team members on multiple projects in various stages of accounting. The successful candidate will be energetic, collaborative and have a team-oriented attitude.

The Accountant reports to the Corporate Accountant and performs a wide range of duties including, but not limited to the following:

- Budgeting: project budget preparation, monitoring, updates, change requests, and change orders
- Reporting: budget variance reporting, investor reporting, and management reporting
- Treasury: preparation of monthly draw reports and coordination with project quantity surveyors
- Project and General Administration: job setup, contract administration, credit applications, credit card reconciliations, bank reconciliations, GST filings, and quarterly and year-end working papers
- Accounts Payable: monthly invoicing and subcontract preparation
- Accounts Receivable: client inquiries and invoice collections

QUALIFICATIONS

Experience & Education

- Minimum one year in a similar role
- University degree or college diploma
- Enrollment in the CPA program is considered an asset
- Experience within a real estate environment is considered an asset

Knowledge, skills, and abilities:

- High energy with a positive attitude
- Well-developed written and oral communications skills
- Ability to multi-task and meet multiple deadlines in a fast-paced environment
- Demonstrates solid judgement regarding sensitive information
- Ability to work both independently and within a team environment
- Proficient with MS Office Suite (Excel, Outlook, and Powerpoint)
- Experience using an ERP system (Spectrum or Viewpoint would be a plus)

HOW TO APPLY

- Please submit your resume, including cover letter, to hr@bold.ca
- Application Deadline: April 20th, 2018