

## CORPORATE 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

The Corporate Accountant reports to the VP, Finance and Acquisitions and manages a team of accountants. He/she performs a wide array of duties including but not limited to:

- Manage, coordinate with, and provide guidance to the accounting team.
- Controllership: oversight and management of group controllership activities, including ensuring compliance with internal policies, coordination with the group's external accounting team for year-end reporting and ad-hoc auditing activities, maintenance of financial and accounting records (reconciliations, month-end journal updates, A/P and A/R balances, etc.)
- Payroll: oversight and execution of the payroll cycle, including processing direct deposits, booking entries, submitting benefit remittances, issuing annual T4s, coordinating WCB, and generally ensuring all statutory requirements of the organization are met (specifically CPP, EI, Income Tax, and GST)
- Cash Flow: oversight and maintenance of the group's cash flow cycle
- Project Accounting: oversight and management of monthly project draws and budget adjustments.
- Reporting and Budgeting: oversight, preparation, and coordination of project budget variance reporting, operating budget reporting, cash flow reporting, investor reporting, and management reporting.

### QUALIFICATIONS

#### Experience & Education

- Minimum two years in similar role
- University degree or college diploma
- CPA designation
- 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 prioritize, multi-task, and meet deadlines in a fast-paced environment
- Demonstrates solid judgement regarding sensitive information
- Ability to work in a team environment as well as independently
- 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](mailto:hr@bold.ca)
- Application Deadline: July 31<sup>st</sup>, 2018