

Property Accountant – Affordable Housing Development

Join a social purpose real estate team who is at the forefront of addressing the affordable housing crisis in British Columbia.

Who We Are

Community Land Trust Group of Societies (CLT) is a non-profit, social purpose real estate developer whose purpose is to create, preserve and steward permanently affordable homes in diverse and mixed-income communities. The CLT is the social purpose real estate development arm of the Co-operative Housing Federation of BC (CHF BC) and we are responsible for growing the stock of permanently affordable homes so that low and middle income residents – including those who are marginalized and at-risk – can secure and sustain their homes, enrich our communities, & continue to build the collective social wealth. Learn more about our team, our exciting work and innovative partnerships at www.cltrust.ca

Who We Are Looking For

We are looking for a full-time Property Accountant with a real estate background and a passion for making a difference in the affordable housing industry. Reporting to the Controller, you would join a small but growing team of motivated professionals as we steward existing projects, develop new properties, and work with partners to affect change in the affordable housing sector. Property Accountant responsibilities will include, but are not limited to:

- Responsible for full-cycle accounting for corporate entities, properties in operation, and properties under development
- Processing and analyzing construction invoices and preparing bank draws
- Processing accounts payable including coding, cheque runs, and follow up
- Correspond with vendors for invoice discrepancies and account reconciliations
- Liaise with contractors, project managers, vendors, and management
- Monitor and ensure accuracy of job costs
- Perform budget to actual analysis
- Research and respond to accounting and financial queries on projects
- Prepare and submit GST filings
- Prepare financial reports and reconciliation of GL accounts
- Evaluate the effectiveness of internal processes to seek opportunities for process improvements
- Sort and file all invoices and other documents, as needed

Requirements

- Relevant post-secondary education in accounting and/or commerce
- Actively enrolled in the CPA program with a serious intent to one day obtain a CPA designation
- Strong preference for candidates who have previous exposure to the real estate industry either professionally or academically
- Hands-on experience with Sage 300 Construction and Real Estate (formerly Sage Timberline) is a must, but if you meet all other requirements and are willing to quickly learn in a self-directed manner, an exception may be made.

Salary is between \$60,000 and \$70,000 depending on experience. Additionally, we offer a comprehensive benefits package including retirement and education allowances towards CPA courses.

Please send your resume and a cover letter describing your skills and experience to careers@cltrust.ca.