



## Who We Are

The Community Land Trust (CLT) acquires, develops and stewards co-ops and community-led homes and spaces. Our team of skilled industry leaders is aligned with our purpose and focused on creating and advocating for inclusive communities that members and residents are proud to call home. Established in 1993 by the Co-operative Housing Federation of BC (CHF BC), CLT is a non-profit social-purpose developer fostering diverse and sustainable communities and initiatives for today and tomorrow.

Our vision is an inclusive community of sustainable and permanently affordable co-operative and community-led homes and spaces. We exist to create, preserve and steward permanently affordable homes

## Who We Are Looking For Senior Project Accountant

Reporting to the Controller, the senior project accountant will be responsible for reporting financial transactions on assigned development projects, supporting the CLT team to monitor and forecast project performance, and prepare and review monthly development and construction progress draw requests for our social purpose real estate portfolio. The incumbent will 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.

## RESPONSIBILITIES

Responsibilities will include, but are not limited to:

- Responsible for full-cycle accounting of corporate entities and properties under development
- Develop, monitor, and continually improve the project proformas and financing budgets, ensuring balances and assumptions are well supported.
- Prepare monthly cost reports and budget variance analysis, including proposed adjustments and reclassifications.
- Prepare project-related reconciliations as needed.
- Prepare monthly construction draw packages and coordinate & respond to inquiries from the quantity surveyors, banks & lenders, and partners.
- Serve as mentor to project accounting team, aiding in their training and professional development.
- Project cash flow forecasting and anticipate future cash deficiencies.
- Prepare monthly bank reconciliations and cash forecasts to assist with treasury management.
- 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.
- 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

- Experience in real estate development and construction industry required
- Knowledge of financing arrangements for non-market real estate assets preferred
- Relevant post-secondary education in accounting and/or commerce
- Minimum of 5 years of project accounting experience
- Enrolled in a Professional Accounting designation program or equivalent post-secondary program
- Strong preference for candidates who have previous exposure to the real estate industry
- 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.

## SKILLS AND ABILITIES

- Ability to meet intensive and changing deadlines.
- Strong understanding of real estate development and construction fundamentals
- Strong analytical and project management skills with a proven ability to meet deadlines and lead multiple projects simultaneously.
- Excellent technical and communication skills (verbal and written)
- Business acumen, problem-solving, and critical thinking skills.
- Computer literacy with extensive software proficiency covering a wide variety of applications.

## WORKING REQUIREMENTS

Remote working arrangements available with a minimum of 3 days in the office. Candidates have the option to work in the office full-time.

## COMPENSATION

\$65,000 - \$75,000. Salary commensurate with experience. Additionally, we offer a comprehensive benefits package including RSP matching.

Please send your resume and cover letter to [info@cltrust.ca](mailto:info@cltrust.ca).

We thank all applicants for their submissions, however, only those persons selected for an interview will be contacted.