



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

Project Accountant – Affordable Housing Development

We are looking for a full-time Project 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.

Responsibilities

Responsibilities will include, but are not limited to:

- Responsible for full-cycle accounting corporate entities 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

- Experience in real estate development and construction industry preferred.
- Relevant post-secondary education in accounting and/or commerce



- 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.

Skills and Abilities:

- Advanced skills in Microsoft Excel
- 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.
- Actively enrolled in the CPA program (PEP Preferred)

WORKING REQUIREMENTS

- If necessary, the ability to work outside of this role's regularly scheduled workweek (i.e., evenings and weekends when required)
- Availability to work in the office or remotely under a hybrid work model.

Compensation: \$65,000-\$70,000. Salary commensurate with experience. Additionally, we offer a comprehensive benefits package including retirement and education allowances.

Please send your resume and cover letter to career@cltrust.ca

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