

JOB DESCRIPTION



We are a family owned holding company headquartered in downtown Vancouver, BC. Our portfolio consists of numerous investments including real estate ([Premise Properties](#)), operating businesses ([STELLAR](#)), private equity and debt.

Our team is focused on the acquisition or development, and subsequent management, of investments and businesses that generate consistently strong and growing cash flow. We focus on the long-term investment horizon and seek to acquire or develop high quality, multi-generational ventures. We pride ourselves on having a lean, cohesive and collaborative team that is able to mobilize, make decisions, and act in a timely manner.

Entrepreneurial at heart, our people are motivated, creative and versatile. As a small company, our culture is team oriented and emphasizes open communication, loyalty and collaboration.

Opportunity

We are seeking a Manager of Accounting to join our team. Reporting to the Vice President, the Manager of Accounting will play an integral role in our ongoing operations and decision making process regarding existing investments and operating businesses. Responsibilities shall include, but are not limited to:

- Oversight and management of financial systems and budgets for numerous investments and operating companies;
- Forecasting of cash positions, cash flow and other funds available to fund acquisitions, capital expenditures, product development, marketing initiatives and growth;
- Preparation of monthly reconciliations, including but not limited to bank reconciliations, GST returns, and journal entries;
- Oversight of accounts receivable and payable;
- Executing cash management functions via internet based banking systems;
- Management of accounting and transaction records;
- Preparation of year end financial information;
- Liaising with external consultants, including tax specialists; and
- Identification and rectification of accounting and operational inefficiencies.

Must Haves

- CPA – CA, CMA or CGA designation or working towards completion;
- Bachelor's degree with a concentration in accounting or finance;
- Minimum 3 years of experience in an accounting or finance environment;
- Advanced working knowledge of Microsoft Excel and Word; and
- Experience with Quickbooks is an asset.

You Bring

- Strong people skills, with proven ability to build relationships at all levels, both internally and externally;
- Willingness to roll up your sleeves and be “in the trenches” regarding every aspect of our businesses, whether real estate or operating companies;
- Strong communication skills, demonstrated in written and verbal formats;
- Self-starter with an entrepreneurial spirit;
- Excellent organizational skills with the ability to prioritize and meet deadlines in a rapidly changing environment;
- Desire to learn and continually grow your skillset; and
- Ability to work in a small team environment.

Above all, we are looking for a like-minded individual who has a strong work ethic, is humble, has a sense of humour and genuinely cares about their colleagues and work. Individuals meeting the criteria above are encouraged to submit their resume and cover letter, including compensation expectations, to luan@premiseproperties.com. While we thank all candidates for their interest, only those candidates selected for an interview will be contacted.