

SENIOR ACCOUNTANT

Nature of Position: Full Time
Location: **Vancouver**
Start Date: **August 1, 2018**
Compensation: Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

The Candidate and Responsibilities

The Senior Accountant position is based out of Vancouver.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships. The candidate will work in a team setting and will report directly to the VP of Financial Reporting & Accounting and work in conjunction with all other departments in the Company.

The Senior Accountant will be active in the following primary responsibilities both in an individual and team setting:

- Assist in the preparation of year end financial statements and financial statement notes
- Assist in the process of cash management of operating properties, development projects, loan draw packages, and overall funds
- Assist property accountants with month-end close procedures, new acquisitions, and property operations variance reporting and account analysis; yearend cost statements and final billing to tenants; monthly GST calculations and reporting; bank reconciliations
- Participate in the annual operations and capital budget processes; both at a corporate and property level
- Assist in the review and design of best practices with the department's monthly accounting and reporting procedures and processes
- Assist in the design and preparation of strategic meeting presentations and materials
- Assist with capital and distributions management preparation
- Assist in the analysis of complex accounting issues and writing white and position papers
- Design new reports for corporate and operations analysis and presentations
- Providing private equity fund support for documentation and administration processes
- Liaising with external audit and advisory firms
- Prepare information related to tax returns for Corporate filings, T5013s, and General Partnership tax related information

Qualifications\Requirements

- Professional Accounting designation is a must (CPA), or be close to completing his or her designation
- Bachelor's Degree or equivalent postsecondary program
- Real estate experience in industry or public practice experience required
- Minimum 5 years accounting experience
- Direct experience with Yardi Voyager is an asset

- Experience with the design and review of processes
- Experience with REALpac a plus
- Intermediate / advanced Excel abilities required
- Excellent organizational skills, attention to detail, results focused, ability to take ownership and initiatives
- Ability to identify inefficiencies and implement recommendations and best practices
- Effective at multi-tasking
- Keen to work in a dynamic, fast paced, team-oriented and entrepreneurial environment
- Able to interact confidently
- Ambitious and self-motivated

To Apply

Please send your resume and cover letter, in Word format, to careers@hungerfordproperties.com, quoting **Senior Accountant** in the subject line. We thank all applicants in advance but only those qualified may be contacted.