



REAL ESTATE DEVELOPMENT COMPANY – VICTORIA, BC

Management Accountant

Mountain West Properties is a private corporation operating in the real estate development industry. The company is involved in the acquisition, development, construction and marketing of residential and commercial properties on Vancouver Island.

We are currently seeking an experienced Management Accountant to join our team based at our head office location in downtown Victoria. The full-time position will include the following responsibilities:

- Hands on management of the full cycle day to day accounting functions for multiple entities, including preparation of accounts receivable, completion of bank reconciliations, reconciliation of inter-company transactions, job costing
- Payroll management
- Preparation and maintenance of government filings
- Preparation of year-end working paper files and coordination with our external accounting firm
- Budget preparation and reporting for various projects
- Financial analysis of existing and potential projects

Our ideal candidate will have a professional accounting designation (CA, CGA, CMA) with a minimum of three to five years' experience in a similar position within a real estate development or construction related organization. Other essential requirements for the position include:

- A committed team player, self-starter, and problem solver
- Strong organizational and communication skills (both written and oral)
- Highly detailed-oriented and flexible with the ability to multi-task
- Ability to maintain discretion and confidentiality
- Excellent computer skills including QuickBooks Premier Edition 2010 and Excel

If you are interested in this opportunity, please send your resume and cover letter along with an indication of your salary expectations to info@mountainwestproperties.ca.

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