



ACCOUNTING MANAGER

POSITION SUMMARY:

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager supervises three (3) employees, Jr Accounts Payable, Accounts Payable Clerk & Accounting Clerk and is responsible for ensuring that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities. The Accounting Manager reports directly to the VP Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review vendor cheques, including ensuring necessary documentation and approvals are in place
- Review holdbacks from vendors by maintaining control sheets
- Reviewing and approving Statement of Adjustments for house closings
- Maintaining accurate report of letter of credits
- Reconcile intercompany transactions and balances
- Record necessary entries for house closings
- Prepare year end working papers for various companies
- Ensure timely receipt of all deposits and purchaser ledger, and ensure accurate account balances by project
- Manage payment of all suppliers to maximize cash flow by obtaining early payment discounts, rebates, tec.
- Supervise 2 Accounts Payable and Accounting Clerk
- Review General Ledger accounts to ensure the expense and cost allocation is correct
- Manage Accounts Payable function, including reviewing General Ledger coding, completeness of approved documentation, and proper approvals
- Prepare and post various journal entries to the General Ledger, including fixed assets, depreciation, accruals and year end entries
- Responsible for job costing for all projects and ensuring coding/costing accuracy
- Update and maintain all project budgets and ensure accurate data interface between construction management systems
- Prepare and manage master budget for company expenses and identify any discrepancies for review with senior management
- Maintain strict payment draw schedule ensuring all draws are prepared and reviewed according to the standard process Prepare and manage the production of quarterly reports and forecasts for the fiscal year and review with the executive team
- Complete year end projections and reports for the 3rd party accountants
- Review and report compliance filings for all government taxes
- Prepare monthly financial statements and management reports
- Process company payroll
- Assist VP of Finance with annual budgets for various sites
- Prepare miscellaneous reports as needed
- Other duties as assigned



Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

DESIRED SKILLS & EXPERIENCE:

- University or College Graduate in Accounting, Finance
- 3-5 year of experience as a Jr. Project Accountant/Project Accountant in the construction industry
- Proficient with Microsoft Office
- Working experience with **Sage300** Construction Accounting Software
- Experience in the residential & mid-rise construction industry is a must
- Self-directed and takes initiative
- Able to work in a fast-paced, challenging environment
- Must be deadline oriented with excellent organizational skills and attention to detail
- Strong verbal and written command of English
- Ability to work independently and as part of a team