

Southwest Properties is currently seeking Candidates to fill our Construction / Property Accountant Position. This intermediate accounting position will be responsible for a variety of tasks, with a focus on preparing monthly construction reports and financial statements. This will involve processing the day-to-day accounting for construction projects currently under development and a small mixed use real-estate portfolio.

Under the direction of the Assistant Controllers, the Construction / Property Accountant will be responsible for a variety of accounting functions including (but not limited to):

- Assist with preparation of monthly construction draws.
- Reconcile project costs to vendor invoices, reconcile sub-contract schedule of values and monitor project budgets for irregularities and variances.
- Day-to-day accounting functions including preparing journal entries, maintaining balance sheet schedules, ledgers and control accounts, bank reconciliations, A/R and A/P data entry.
- Compile and analyze financial information to prepare monthly financial statements for the various properties and developments.
- Prepare budget to actual analysis for financial statements.
- Assist with the annual financial audit process.
- Assist with preparation of annual budgets.

The ideal candidate possesses 3-5 years experience in a similar role. They demonstrate a high level of professionalism, attention to detail, are analytical, and thrive in a face-paced, ever changing environment. Previous experience with Construction and/or Property Accounting would be an asset.

If you are interested in this opportunity and in working for one of Canada's Best Managed Companies, please forward your resume and cover letter by October 5th, 2018 to Katelyn Smith: Email: [Katelyn.smith@southwest.ca](mailto:Katelyn.smith@southwest.ca). While we appreciate all applicants, only those chosen for an interview will be contacted.