

Job Title: Project Accountant

Location: Downtown Vancouver, BC

Pay: \$75,000 - \$85,000 a year + Discretionary Bonus

About Us:

OpenForm Properties (“OpenForm”) is a Vancouver-based development firm specializing in residential (strata and rental), commercial, and mixed-use projects across Metro Vancouver. We are committed to creating high-quality and sustainable developments with a foundation of customer service, innovation, and community building.

It’s important to know not just what we do, but how we do it. Our values shape our culture, guide our decisions and define how we treat one another every day. The following principles reflect the spirit of our team and the kind of environment we strive to create together:

- **Respect & Integrity, Always:** Whether it’s a teammate, a client, or a passerby on the street—treat everyone with honesty, respect, and integrity. Kindness goes a long way!
- **Roll Up Your Sleeves & Get It Done:** We’re all about putting in the effort—whether you’re tackling a solo task or crushing goals as a team. Hard work and a can-do attitude make the magic happen!
- **Teamwork Makes the Dream Work:** Collaboration isn’t just a buzzword here, it’s how we thrive. Support each other, share knowledge, and always have your teammates’ backs.
- **Embrace Change & Growth:** Things move fast, and that’s exciting! Stay open to new ideas, align your ambitions with our big-picture goals, and grow with us on this journey.
- **Check Your Ego at the Door:** We’re all human—mistakes happen. Own them, learn from them, and move forward. Vulnerability and openness make us stronger together.
- **Don’t Forget to Have Fun!** Yes, we work hard, but we also believe in enjoying the ride. A happy team is a productive team—so let’s celebrate wins, share laughs, and make work an awesome place to be.

Position Overview:

OpenForm is seeking an organized and detail-oriented Project Accountant to be responsible for various high profile multi-use construction projects in the Greater Vancouver Regional District. This role is ideal for a proactive, enthusiastic individual with a passion for real estate development and the ability to manage multiple tasks in a fast-paced environment. Reporting to the Accounting Manager, the successful candidate will be responsible for a wide variety of accounting related functions.

Job Duties & Responsibilities:

- Review and process payables, contracts, CO's/PO's for accuracy,
- Prepare and analyze job costs reports, working closely with the development manager and financial analyst to manage the project budget,
- Assist with cash flow requirements forecasts and prepare cash calls, as required,
- Maintain strong financial controls and processes,
- Prepare monthly bank recs, working papers and financial statements,
- Prepare GST reconciliations and monthly journal entries,
- Prepare mid-month and month-end payment process, ensuring WCB, COI and Stat Decs are all received, as required
- Review all contracts and commitments for assigned projects,
- Prepare working papers for external accountants, as required,
- Liaise with Project QS providing draw information and reviewing draft reports,
- Liaise with the bank regarding all information required for bank draws,
- Review all hard cost construction draws, and
- Ad Hoc reporting as required.

Qualifications and Experience:

- Post-Secondary Degree. CPA Designation preferred, or current enrolment in the CPA program,
- Minimum 2 years of real estate development accounting experience,
- Excellent organizational, multitasking, and problem-solving skills,
- Strong communication and interpersonal skills, with the ability to work with a wide range of stakeholders,
- Experience with complex budgets, forecasting, internal transactions,
- Superior attention to detail and organizational skills,
- Extensive computer knowledge, including MS Outlook, Sharepoint, Microsoft Office & Premier CS,
- Thrives working in a busy, high volume environment, and
- Ability to work both independently and collaboratively in a dynamic environment and handle conflicting deadlines and priorities.

Working Conditions:

- Full-time office-based work environment.

How to Apply:

- Interested candidates are invited to submit their resumes and cover letters to careers@openformproperties.ca.

We look forward to hearing from you!