



Woodbridge Homes is seeking an experienced Controller to join us!

About Woodbridge:

Woodbridge is a Vancouver-based developer with over one thousand units across six projects in our immediate pipeline. With over three decades of experience, we specialize in designing and building desirable multifamily homes in emerging areas of the Lower Mainland that are within the price point of local buyers and renters. The result is vibrant, livable communities where residents can truly thrive. At Woodbridge, building quality homes isn't just what we do - it's who we are.

The Role:

The Controller reports to the VP Finance and will be responsible for managing and leading the accounting and finance team at Woodbridge. This role will be critical in strengthening existing processes and controls while overseeing the financial reporting for corporate, income-producing properties and development projects, ensuring the accuracy, integrity and timeliness of all financial information. The Controller will collaborate with the VP of Finance to provide oversight of the company's budgets, financial reporting and overall financial strategy.

Location:

Our recently constructed office building (320 Granville) is conveniently located next to waterfront station in downtown Vancouver. Amenities include bike storage room, gym, showers, large lounge and roof top deck space.

Responsibilities:

- Oversee all aspects of financial reporting for the corporate entity, income-producing properties, and development projects, including monthly, quarterly, and year-end financial reporting.
- Review and approve financial statements prepared by the accounting team to ensure they comply with accounting policies, standards, and best practices.
- Prepare and review internal and external financial reports with the management team.
- Prepare timely and accurate financial reporting, support operational planning, perform cashflow modeling and forecasting, and manage corporate treasury activities.
- Monitor intercompany expense and transactions, ensuring appropriate cost allocations and timely, accurate chargebacks.
- Supervise and manage rental portfolios operations, including preparation of CAM reconciliations, tenant invoices, and regular KPI reports.
- Review accounts receivable and assist property management team with tenant queries.
- Assist property management team in preparing annual property forecast and budget.



- Plan and coordinate corporate and group tax compliance and filings with external accountants.
- Oversight and maintenance of government and regulatory filings (GST, PST, WorkSafeBC, Employer Health tax, annual reports, etc.)
- Oversee, assign and manage workflow within the team, ensuring the efficient execution of responsibilities while providing guidance, mentorship and coaching on best practices and processes.
- Enhance and monitor accounting policies, procedures, and internal controls to strengthen governance, improve processes, and drive operational efficiency.
- Prepare ad hoc reports as necessary and other duties as assigned.

Qualifications:

- Qualified CPA designation or equivalent
- Real estate experience is required with a minimum of 2 years in a supervisory or leadership role
- Must be proficient in MS Office
- Experience with Yardi is an asset
- Comfortable working in a data-intensive environment, with the ability to distill relevant insights from large volumes of raw data
- Maintain a high level of professionalism, integrity, and confidentiality when handling sensitive financial, operational, and corporate information
- Team oriented, self-motivated, and collaborative with proven results
- Excellent interpersonal, leadership and organizational skills

What we offer:

- A competitive compensation package, including an annual base salary in the range of \$105,000-\$130,000, based on experience, plus a discretionary annual bonus
- A comprehensive benefit program (extended health, dental, employee assistance program, long term disability, life insurance and ASI)
- Paid flex time, flex holidays and sick days
- Education and professional development reimbursement program
- A supportive and collaborative company culture
- A conveniently located and amenity rich workplace

To apply:

If this opportunity sounds like a good fit for you, please submit your resume and cover letter in confidence through our website www.woodbridge.ca. We thank all applicants for their interest however only those selected for an interview will be contacted.