

## ACCOUNTANT

Purpose Driven Development is a rapidly growing real estate development consulting firm located in Vancouver that specializes in the delivery of affordable, mixed-income housing to strengthen our cities and communities with an innovative, rigorous, private sector approach. We partner with non-profits, institutions, governments, and First Nations on innovative projects that are recognized for their ingenuity. We are on a strong growth trajectory with existing partners and projects and as a result we are expanding our team with an experienced Accountant.



For more information on our award-winning organization, projects, and mission and values:  
<https://www.purposedrivenroi.com/about>.

## OVERVIEW

The Accountant will have primary day-to-day responsibility for all corporate and project-related accounting functions for up to six development projects. This role will potentially allow for rapid progression within a small and rapidly growing development team. Reporting to the Manager of Operations, responsibilities would include:

### Corporate

- All aspects of corporate accounting including invoicing, bank, loan schedules, monthly reports, cashflows, and GST filings.
- Correspond with CRA, our financial institutions, and external resources as needed.
- Sourcing, evaluating, and assessing corporate and other grant opportunities.
- Liaising with external accountants for preparation of year-end (Compilation Engagement) financial statements.
- Special projects as required.

### Project

- Responsible for all aspects of project accounting including:
  - preparing monthly reporting package for projects, including comparative reports of GAAP operating results, financial position, and variance explanations,
  - Preparing draw and funding requests,
  - Managing financial reporting for funding and granting needs
- Supporting project funding reporting and contract reporting including tracking systems for lender reporting requirements.

- Cash management including cash flows for multiple projects/clients.
- Liaising with external accountants for preparation of year-end (Compilation Engagement) financial statements.
- Owning funding and financing summary.

## **CANDIDATE PROFILE**

### **The unusual**

Someone who is purpose driven and would love to contribute to an organization that is making a difference and bringing more affordable housing to people and communities. You are high energy, fun and love to work in a small team environment.

### **The usual**

A methodical, process-driven, and detail-oriented accounting professional who takes satisfaction in creating and maintaining strong financial reports and is able to balance current needs with long term goals. You are systems-oriented – able to maintain sight of the bigger picture while loving the details. A problem solver. Someone who thrives doing autonomous work in a fast-paced environment and has the foresight to bring others in as needed.

## **Qualifications/Experience**

Include:

- CPA designation.
- 5-7 years in accounting role.
- Relevant work experience in the real estate development/construction fields would be preferable.
- Intermediate to Advanced Excel and QuickBooks Online skills.

## **COMPENSATION & BENEFITS**

- Salary range is \$75,000 - \$85,000 commensurate with experience.
- 37.5 hours/week with flexible workdays/hours, alongside company culture that understands work priorities balanced with family needs.
- Strong focus on professional development and growth, with mentorship offered by leadership.
- Generous vacation offering and office closures.
- Extended health and dental benefits plan
- Head office at 502-134 Abbott St, Vancouver in Gastown located near amenities and transit.

## **How to Apply**

Submit a resume and cover letter to Annelise van der Veen at [annelise@purposedrivenroi.com](mailto:annelise@purposedrivenroi.com). Any questions regarding the position should also be directed to Annelise.