



Accountant

Type of Employment: Full-time Permanent

Location: On site - Burnaby, BC

About BHA

Burnaby Housing Authority (BHA) is a municipal corporation established by the City of Burnaby committed to delivering housing solutions that meet the needs of residents.

At BHA, our work is driven by purpose. We value initiative, collaboration, and accountability. Our team is small, dynamic, and hands-on, and your contributions will directly support projects that create lasting community impact.

Job Overview

We are looking for a motivated and detail-oriented Accountant to support both corporate and project accounting functions within our growing organization. Reporting directly to the Financial Controller, this role will be responsible for maintaining accurate financial records, assisting with financial reporting, supporting project accounting activities, and contributing to month-end and year-end processes. This position is ideal for an individual who is eager to learn, takes initiative, and thrives in a fast-paced, collaborative environment.

Duties and Responsibilities

Corporate Accounting

- Perform full-cycle accounting, including journal entries, accounts payable/receivable, and monthly accruals
- Prepare and reconcile daily and monthly cash and bank accounts
- Assist with monthly, quarterly and annual working papers and financial statements
- Support external audit processes and ensure compliance documentation is complete
- Support budgeting and forecasting processes
- Assist with senior management reporting and board packages



Project Accounting

- Maintain project budgets and commitments; track actual vs. budget costs
- Assist in preparing monthly draws and support the development and maintenance of project pro formas
- Monitor development and construction costs, invoices, and progress billings
- Reconcile project cost allocations and capitalization entries
- Collaborate with project managers and development teams to track and update project costs

Qualifications

- 3+ years relevant accounting experience
- Bachelor's degree in Accounting, Finance or a related field
- Strong understanding of accounting principles (IFRS/PSAS)
- Strong proficiency in Microsoft Excel and experience with ERP/accounting systems
- Highly organized with strong attention to detail
- Proactive, self-motivated, and capable of managing multiple priorities
- Excellent interpersonal, communication, and written skills

Compensation and Benefits

- \$65,000 - \$80,000 per year, depending on experience
- Dental care
- Extended health care
- Health Spending Account (HSA)
- Lifestyle Spending Account (LSA)
- RRSP
- Paid time off

How to Apply

Individuals meeting the above criteria are encouraged to submit their **resume and cover letter** in confidence to hr@burnabyhousingauthority.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.