



Vesta is located on the traditional, unceded territories of the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish) and səliilwətaɁ (Tsleil-Waututh) people. We are committed to Truth, Reconciliation and Equity.

Job Description: Development Financial Coordinator

Position Overview

Vesta Consultants is seeking a **Development Financial Coordinator** to support our project financial management, ensuring the accurate recording, tracking, and analysis of financial transactions related to our real estate development projects. The ideal candidate will be detail-oriented, highly organized, and proficient in financial reporting tools such as **Excel and QuickBooks**.

Key Responsibilities

1. **Financial Transaction Recording**
 - Accurately **record and track invoices** and other financial transactions using **Excel and QuickBooks**.
 - Maintain up-to-date financial records and ensure data integrity across multiple projects.
2. **Monthly Claim Submissions**
 - Review and submit **all invoices** to ensure correct categorization within project budgets.
 - Work closely with project teams to confirm all claims align with contract terms.
3. **Invoice Verification**
 - Cross-check **invoices against contracts** and previous billings to ensure accuracy.
 - Resolve discrepancies and liaise with vendors as needed.
4. **Capital Budget Preparation**
 - Assist in **cost estimation** for development projects at various stages.
 - Support the preparation of capital budgets based on scope, funding requirements, and project timelines.
5. **Cash Flow Analysis**
 - Prepare **cash flow projections** using historical data, signed contracts, and planned expenses.
 - Monitor project cash flow to ensure financial stability and predict future funding needs.
6. **Accounts Payable & Receivable**
 - Track invoices, payments, and outstanding balances for **accounts payable and receivable**.
 - Ensure payments are processed in a timely manner while managing overdue accounts.
7. **Budget Monitoring & Reporting**
 - Assist in tracking **project budgets** and identifying financial variances.
 - Provide recommendations for budget adjustments to maintain financial efficiency.



Qualifications & Skills

- **Education:** Diploma or degree in Accounting, Finance, Business Administration, or a related field.
- **Experience:** Minimum of 2 years of experience in financial coordination, preferably in **real estate development, construction, or non-profit housing**.
- **Technical Skills:**
 - Proficiency in **Excel and QuickBooks** (experience with project-based financial tracking preferred).
 - Strong understanding of **budgeting, forecasting, and financial reporting**.
- **Attention to Detail:** Ability to verify and reconcile financial data with a high level of accuracy.
- **Organizational Skills:** Strong ability to manage multiple projects, deadlines, and financial records.
- **Communication:** Effective written and verbal communication skills for liaising with project teams, vendors, and stakeholders.

Why Join Vesta Consultants?

- Opportunity to work with a leading firm specializing in **non-profit and community-based housing development**.
- Engaging and collaborative work environment with meaningful projects.
- Professional development opportunities in **real estate finance and project management**.

If you are a **detail-oriented financial professional** looking for a dynamic role in the development sector, we encourage you to apply!

To Apply: Submit your resume and cover letter to admin@vestaconsultants.ca by **March 30, 2025**