

Job Posting

Assistant Controller

Do you want to watch your community change, or do you want to *be the one to shape it?*

Because we're hoping you're here for the latter.

Join Aryze as an *Assistant Controller*.

Why Aryze?

Building communities is about more than simply building homes. That's why we foster a strong vision for what a city can be—and act on it.

Recognized nationally for our innovative approach to development, Aryze is a dedicated team of home builders, urban planners and urbanists, all deeply committed to increasing the quality of communities across Greater Victoria and beyond. This approach has resulted in award-winning projects like: Pearl Block—missing middle townhomes on a challenging triangular lot; Rotunda—architecturally-significant condos in a neighbourhood with room to grow; and Tiny Homes—transitional housing units built from repurposed shipping containers for some of our community's most vulnerable.

If you thrive in a collaborative environment where your ideas matter, join our growing team. Together, we're city-building for the better.

Who are we?

We are a local Victoria-based group of next-generation leaders trying to build homes, but really, we like to think of ourselves as entrepreneurs with an underlying goal of building better communities. What began with building a swim dock and a floating tree in the Gorge Waterway (and engaging in a political conversation or two) has grown into a mission: to demystify and disrupt the real estate industry by making room for more housing in Victoria neighbourhoods with room to grow.

We believe that every neighbourhood should have diverse housing types and tenures for all incomes and

demographics. A densified, compact, walkable lifestyle is critical to solving our climate and housing crisis; all while creating more livable and healthier communities.

While we bring a number of innovative infill development projects to market, Aryze's earliest roots are in quality and unique construction. Our focus to build with the highest standards of craft, design and efficiency has distinguished our homes from others on the block.

Who are you?

You are a vital part of our growing Finance & Accounting team, supporting financial operations and driving impactful projects in a collaborative and innovative environment. You are the ultimate planner, an excellent communicator, and have strong attention to detail. You have a serious passion for numbers. You believe in integrity and honesty and understand that the "how" is as important as the "what." Most of all, you want to do it in a place where you're more than an employee number; a place you love working.

Still here? Good. Because if this resonates with you, we'd love to hear about it in your cover letter.

Description

Overview

Reporting to the Controller, the Assistant Controller is an essential member of the Finance & Accounting team. This role supports the operational functions of the accounting department, assisting with tasks such as payroll processing, account and bank reconciliations, and month-end close procedures. Working alongside a team of professionals, the Assistant Controller helps maintain financial accuracy and transparency for Aryze. All functions and responsibilities are performed in accordance with Aryze's values and beliefs.

Success as an Assistant Controller is demonstrated through supporting accurate and timely financial reporting, maintaining internal controls, and assisting in budgeting and forecasting. The role also requires contributing to project accounting accuracy and offering valuable support to the finance team in process improvements and financial compliance. Success includes aligning financial operations with organizational goals and actively assisting in the financial health of Aryze.

Responsibilities

- Maintain and enforce documented accounting policies and procedures to ensure consistency and compliance

- Support daily accounting operations, including managing control systems, processing transactions, and delivering timely reports
- Document internal controls, policies, and procedures to improve budgeting, cash management, and credit management processes
- Prepare budgets and financial forecasts and provide analysis of variances as required
- Contribute to the preparation and timely publication of monthly financial statements, ensuring the month-end close process meets all deadlines
- Assist the Controller and finance team with tracking project costs, job costing, and revenue recognition, as well as supporting aspects of project funding, including loans and draws
- Maintain and update entries in the general ledger with accuracy and attention to detail
- Coordinate and follow up on accounting tasks as directed by the Controller
- Work with external accountants and advisors to ensure accurate reporting and compliance with audits and reviews
- Ensure compliance with all local, provincial, and federal government reporting requirements, including tax filings such as GST
- Collaborate within the finance team to foster a positive, productive environment and support training and development initiatives
- Uphold the integrity of the department and organization by maintaining confidentiality and objectivity
- Additional related duties, as required

Skills

- Strong knowledge of GAAP, full-cycle accounting, and basic real estate accounting practices
- Detail-oriented, professional, and capable of managing multiple tasks efficiently
- Proficient in accounting software (e.g., G-Suite, MS Office, QuickBooks; Jonas Software is an asset)
- Enthusiastic about real estate development with a proactive, analytical mindset

Qualifications

Education: Completed post-secondary education in accounting, finance, or related field; CPA designation or in progress.

Experience: Minimum two (2) years of related experience as an Accountant or Controller (construction or development industry experience strongly preferred). Prior experience in Payroll & Benefits administration is an asset.

Education

Aryze supports career development and growth and will cover the cost of job-specific training, up to \$1500 per year for approved programs. Additional funding will be provided on a case-by-case basis.

Salary

Assistant Controller: \$70,000 - \$90,000

Competitive, negotiable based on experience; benefits and bonus program offered after probation period.

Total Rewards Package

We're committed to supporting our team with a thoughtful and progressive total rewards program that reflects our values as an organization. This package is a comprehensive set of benefits and incentives designed to support your overall well-being, recognize your contributions and help you thrive personally and professionally. In addition to a competitive base salary, we offer a wide range of benefits, including:

- Annual performance-based incentive bonus
- 2 weeks of vacation, which increases with tenure
- A comprehensive extended health and dental plan including long-term disability insurance, life & critical illness coverage and health & wellness spending account
- Discounted fitness & gym membership to support a healthy and active lifestyle
- Centrally located office in Victoria with upper harbour ocean views and a delightful supply of snacks to keep the energy high
- Flexible work hours that promote work-life balance
- Funding for ongoing professional development
- Exclusively designed Aryze merchandise
- Regular team events to keep the connections strong
- Secure bike storage to encourage eco-friendly commuting

Equity, Diversity and Inclusion

We are committed to fostering an inclusive and diverse work environment that embraces equity and promotes equal opportunities for all candidates. At Aryze, we recognize the value that people from different backgrounds, lived experiences and perspectives bring to our team, specifically when working within the realm of city-building. We believe that diversity fuels innovation, creativity, success—and fundamentally—better cities for all citizens.