

JOB POSTING

Real Estate Accountant

Three Shores is a growing residential and mixed-use real estate development firm that focuses on creating vibrant communities and innovative spaces. We are seeking a detail-oriented and motivated Real Estate Accountant to join our dynamic team. This position offers the opportunity to work on diverse projects, from residential developments to large-scale mixed-use properties, and make a direct impact on the financial health of our growing portfolio.

OVERVIEW

As Real Estate Accountant, you will play a critical role in overseeing the financial aspects of our residential and mixed-use developments and operating projects. You will be responsible for day-to-day accounting operations, supporting project budgeting and financial analysis, and ensuring compliance with accounting principles and real estate industry standards. This position offers the chance to collaborate closely with project managers, developers, and senior leadership as we continue to expand our portfolio.

For clarity, this is a hands-on role – while offering lots of opportunity for shaping and building the function, and contributing to strategy, it requires the successful candidate to execute the day-to-day work.

KEY RESPONSIBILITIES

- **Accounting:** Financial tracking, including job costing, construction costs, operating revenues and costs, capital expenditures, and bank account reconciliations; encompasses all development projects, operating properties and corporate entities.
- **Financial Reporting:** Prepare and review internal reporting, and support the creation of formal monthly, quarterly, and annual financial statements, ensuring compliance with accounting standards and industry-specific regulations.
- **Budgeting and Forecasting:** Work closely with project managers and senior leadership to prepare project budgets, track actual costs against budgets, and provide financial forecasts.
- **Accounts Payables/Receivables:** Carry out accounts payable and receivable functions, ensuring accurate and timely recording of transactions, including construction-related expenses and vendor payments.
- **General Ledger Management:** Perform general ledger reconciliations and ensure that all transactions are accurately posted to the appropriate accounts.
- **Cost Tracking:** Monitor and report on construction and development costs, including labor, materials, and subcontractor expenses, ensuring they are in accordance with budgets and project timelines.
- **Cash Flow Management:** Assist in managing cash flow for the company and for active real estate projects, ensuring timely funding and adherence to project schedules; actively support the draw process for projects and ensure compliance with lender requirements.
- **Internal Controls:** Help develop and maintain internal accounting processes and controls to safeguard the company's assets, ensure financial integrity and facilitate efficient operations.
- **Audit & Compliance Support:** Assist with preparation for annual audits, tax filings, and any required regulatory filings.
- **Collaboration:** Work closely with the development, project management, and construction teams to ensure accurate financial reporting and smooth project execution.
- **Ad Hoc Reporting & Analysis:** Provide financial analysis and reports to support decision-making and operational improvements across the development portfolio.

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QUALIFICATIONS

- **Education:** Bachelor's degree in Accounting, Finance, or a related field.
- **Experience:** 3-5 years of accounting experience, preferably in the real estate development industry (residential and/or mixed-use projects).
- **Technical Skills:** Proficiency in QuickBooks accounting software (ability to work with other accounting software, such as Yardi, Sage, or similar real estate-focused tools, is a plus but not required) and advanced Excel skills.
- **Real Estate Knowledge:** Experience with real estate development accounting, job costing, and construction accounting is highly preferred.
- **Attention to Detail:** Strong analytical skills and attention to detail, with the ability to track and reconcile complex transactions related to development projects.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to effectively collaborate with project teams and senior leadership.
- **Problem-Solving:** Ability to identify financial discrepancies and/or opportunities and provide proactive solutions.
- **Team Player:** Self-motivated and comfortable working in a collaborative, fast-paced environment.
- **Certifications:** CPA or progress toward certification is desired.

WHAT WE OFFER

- **Competitive Salary:** Based on experience, with potential for performance-based bonuses. The range of salary for this position is \$60-80,000/yr depending on experience and qualifications.
- **Growth Opportunities:** The chance to develop your career within a rapidly growing real estate development firm.
- **Work-Life Balance:** Flexible working hours and potential for hybrid work options.
- **Team-Oriented Culture:** Collaborative work environment where your contributions are valued.
- **Paid Time Off:** Generous PTO and paid holidays.

HOW TO APPLY

Interested candidates should submit a resume and a cover letter highlighting their experience and qualifications to hr@threeshores.ca by April 30, 2025. We look forward to hearing how you can help drive the financial success of our projects!

Three Shores celebrates diversity and is committed to creating an inclusive environment for all employees.