

WE'RE LOOKING FOR AN EXTRAORDINARY JUNIOR ACCOUNTANT

ARE YOU...

Passionate about Real Estate? Are you looking for an opportunity with an innovative company? Does the prospect of working with a talented accounting team excite you? If so, you're probably a great fit for our Junior Accountant position!

YOU BRING...

Great organizational and time management skills, and thrive in a fast-paced environment. You are a self-starter and a versatile team player, with excellent communication skills and enjoy collaborative problem-solving.

WE'D LIKE YOU TO HAVE...

- 1-2 years of accounts payable or general accounting experience (ideally in the development or construction industry)
- Experience as a team player who understands the interdependency requirements of an established finance and accounting team
- Basic understanding of ASPE and real estate specific reporting requirements
- An aptitude for learning (bonus points if you're working towards your designation!)
- A strong technical proficiency with Excel and Microsoft Office Suite
- Professional written and verbal communication
- Great interpersonal skills
- Drive, motivation and a passion for the real estate industry
- A good sense of humour!

We know this is a long list. If you don't quite check all the boxes, but you do have a can-do attitude and enthusiasm by the bucket load, we would encourage you to apply.

Intracorp Homes supports equal employment opportunity. We celebrate diversity and do not discriminate based on race, gender identity or expression, sexual orientation, age, disability status, or any other protected characteristics. We take pride in fostering an inclusive workplace where our team excel based on their merit and ability.



DO YOU SHARE OUR VALUES?



Respectful Integrity



Creative Improvement



Caring For Others



Collaboration



Results Through Effort

[Learn more about our Values.](#)



YOU'RE LOOKING FOR AN EXTRAORDINARY WORKPLACE

A DAY IN THE LIFE

You'll walk into our vibrant downtown office and grab a cup of Starbucks from our kitchen. Reporting to our Development Accounting lead, you'll spend your day working alongside our skilled Accounting team. You'll be exposed to a variety of accounting functions relevant to the real estate development industry.

You will:

- Process a high volume of A/P invoices and prepare cheque runs after entering and obtaining approvals
- Manage staff expense reports and visa statements for payment
- Manage supplier inquiries and work with vendors to resolve issues
- Provide weekly outstanding invoice list and liaise with other departments on matters related to A/P
- Be responsible for cash management, including deposits, bank reconciliations, fund transfers and analysis of cash requirements
- Prepare accurate project financial reports for internal and external stakeholders - think project budget update reports, funding requirement reports, cash flow forecasts, , and other reporting requirements
- Complete month, quarter and year-end reconciliations and required adjustments
- Prepare and record inter company allocations
- Assist with preparing financial statements and working papers
- Assist with annual financial statement audit process
- Assist with annual partnership information returns and corporate taxes
- Participate in special projects and perform other related duties as requested

OUR CULTURE

Our diversity enables our creativity. It is our differences that help us to make better choices, innovate and deliver extraordinary results. Our culture is built upon inclusivity: we respect every team member's strengths, views and experiences. We're invested in your growth and offer much more than the typical job. With us, you'll not only build extraordinary homes, but an extraordinary career. It doesn't matter your position - once you're part of the Intracorp team we are dedicated to supporting you to succeed.

OUR COMPANY

Intracorp Homes has been building the extraordinary for more than 40 years. We are a sophisticated, full-service urban real estate company with collaborative teams and in-house expertise in acquisitions, design, city approvals, debt and equity financing, construction, marketing, and sales. We strive to enhance the lives of our homeowners and add to the fabric of the existing communities in which we build.



OUR BENEFITS



2x Company-Wide
Vacations



Minimum 3 Weeks
Paid Vacation



Volunteer Time Off



Professional
Development Days



Office Perks



Company-Matched
Pension Plan



Transit Pass



Extended Health
Care



[APPLY NOW](#)