

## Manager, Financial Reporting & Tax

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood, The City of Lougheed and RC at CF Richmond Centre.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services on rapid transit. By executing on every stage of the real estate process, from land acquisition to property management, we are able to collaborate more efficiently, work seamlessly and perform at the highest level. Every SHAPE property reflects lasting vision, bold creativity and obsessive attention to detail.

Our projects are complex, our vision is simple: deliver social and financial value for generations. With a proven ability to raise the bar across our diverse portfolio of assets, we build on where we've been to push the edge of better: for industry standards, quality of life and return on investment.

### ABOUT THE ROLE

The Manager, Financial Reporting & Tax is responsible for a full spectrum of accounting duties including quarterly and annual financial reporting, corporate tax returns and compliance for multiple real estate investment entities.

The successful candidate will report to the Director of Corporate Finance & Accounting and will work closely with the income producing properties and development accounting teams.

### Primary Job Responsibilities

- Reviewing quarterly and annual consolidated financial statements and supporting working papers to ensure timely reporting to owners/partners
- Reviewing the monthly bank reconciliations, consolidation/elimination entries, draw requests, payables, and monthly distributions
- Researching and preparing complex accounting memos



- Executing of the year-end audits and all reporting deliverables and the key contact for external auditors and business partners
- Communicating and liaising with business partners, legal counsel and banks for corporate transactions such as common share and partnership unit issuance, new entity set-up, dissolution, annual reporting compliance and ad hoc external party requests.
- Reviewing annual corporate tax returns and supporting working papers and key contact for external tax accountants
- Train, supervise and coach Senior Accountants

## Qualifications

### *Required Knowledge, Skills, and Abilities*

- CPA designation required (minimum three years post qualification experience in public practice and/or industry) with a strong technical knowledge of IFRS, ASPE and Canadian corporate tax
- Experience managing the full accounting cycle for multiple entities is an asset
- Work experience in the real estate industry, particularly real estate development, is a major asset
- Passionate about continuous improvement with experience in process and systems improvement or implementation
- Ability to research and analyze accounting standards and experience in the preparation of accounting memos
- Attention to detail and ability to multi-task working in a fast-paced environment
- Positive and energetic personality with strong organizational skills and an ability to learn quickly
- Collaborative and communicative with excellent relationship building skills
- Team oriented, motivated and collaborative

### *Required Training and Experience*

- Professional accounting designation (CPA)
- 2+ years in a role managing a team
- Experience in the preparation of audited consolidated financial statements, including note disclosures

- Very systems savvy with the ability to assess current usage of systems and identify areas of opportunity to optimize and improve said usage. Experience using Yardi is an asset.

### **Compensation & Benefits**

- Salary Range: \$110,000 – \$130,000 per year plus discretionary bonus
- Comprehensive benefits package
- Continuous growth and opportunity
- Personal and professional development within the company and the industry

To apply, please visit our website at <http://shape.ca/careers>