



POSITION DESCRIPTION

Title: Bookkeeper
Department: Finance and Accounting
Reports to: Chief Financial Officer
Supervises: TBD
Position Classification: Exempt Non-Exempt Hourly
 Full Time Part Time Temporary

PRIMARY OBJECTIVES:

As an integral member of the Finance and Accounting Team, the Bookkeeper will complete the full accounting cycle and ensure application of sound accounting principles and practices. This position will oversee the processing of payroll, complete account and bank reconciliations, and the month end close process. In addition, this position will also assist with account analysis and will support the Chief Financial Officer in carrying out the responsibilities of the accounting department, ensuring financial reports are issued in a timely fashion containing no material errors, regulatory filings are made on time, accounting records are accurate and organized, and amounts owed to all affiliated companies are accurately tracked and collected as per accounts payable.

ESSENTIAL RESPONSIBILITIES & DUTIES

Financial / Management Reporting

- Create Inter-company Reconciliations on a monthly basis
- Perform Bank Reconciliations on a weekly basis
- Maintain a chart of all outstanding debt for the company and ownership group
- Prepare and maintain Fixed Asset Continuity Schedules (auto) on a monthly basis
- Reconcile holdbacks, deposits payable, accounts payable, accounts receivable, etc.
- Reconcile discrepancies from monthly P/L statements
- Prepare AP accruals on a monthly basis
- Supervise the maintenance of complete and accurate property tax schedules, ensuring all property taxes are paid on time
- Monitor project costs, update cash flows and cost projections, and report on and explain variances

Taxation

- Prepare GST returns and on a monthly basis
- Prepare T5018s annually
- Reconcile tax payments against GL accounts
- Coordinate year-end tax filing activities with external accountant



Accounts Payable, Receivable, Payroll

- Work with the construction team to coordinate accounting matters
- Work with office manager to track rental income and expenses for personal properties
- Complete payroll processing and enter payroll journal entries
- Post sales and other journal entries as required
- Complete accounts payable process

QUALIFICATIONS, SKILLS, AND ATTRIBUTES

Education/Experience:

- Completed post-secondary education in accounting, finance, or related field
- Minimum two (2) years of related experience as a bookkeeper
- Prior experience in Payroll and Benefits Administration is an asset
- Construction or development industry experience is an asset but not required
- Experience with Jonas Premier accounting software is an asset

Required Skills/Knowledge:

- Knowledge of GAAP, Full Cycle Accounting
- Strong computer skills and familiarity with Office365 including Outlook, SharePoint, Teams, Excel, Word, etc.; proficiency in accounting software
- Excellent communication, organizational, and analytical skills
- Ability to meet multiple deadlines and work in a fast-paced environment

Attributes and Behavioral Competencies:

- Self-starter with demonstrated ability to work effectively in a team as well as individually
- Intrinsically motivated and driven with a passion for real estate development
- Natural problem-solver; strong sense of confidentiality and professionalism
- Strong work ethic with exceptional attention to detail

Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.

Creation Date: July 31, 2024	Approved by: Title: Chief Financial Officer	Approved by: Title:
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