

POSITION DESCRIPTION

Title: Controller
Reports to: Founder, and CFO
Supervises: N/A
Position Classification: ☐ Exempt ☒ Non-Exempt ☐ Hourly
☒ Full Time ☐ Part Time

POSITION SUMMARY:

The Controller is a trusted financial professional who provides direct accounting and financial support to the Founder of Abstract Developments and his immediate family. Abstract Developments is a prominent real estate development and construction company in Victoria, BC. This new role is responsible for the day-to-day management of personal and family accounting, including multiple residences, rental properties, investments, and a variety of special projects that fall outside the scope of the core business.

This is a hands-on position that requires a high level of professionalism, discretion, and attention to detail. The successful candidate will interact regularly with the company's CFO and the external accounting firm that oversees the family's broader financial affairs, ensuring all parties remain aligned and financial activities are carried out with accuracy and integrity.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Manage full-cycle accounting activities for the personal and family financial portfolio, including tracking income, expenses, and assets across multiple properties, rentals, investments, and private initiatives
- Prepare and maintain accurate financial records and reports, including general ledger entries, reconciliations, analysis, and monthly financial summaries for review by the Founder and immediate family
- Oversee day-to-day banking activity, perform regular bank reconciliations, and monitor account activity to ensure proper controls and accuracy
- Manage and track payments and disbursements, ensuring appropriate documentation and financial safeguards are in place
- Reconcile expense reports and support the development of monthly and annual forecasts for personal and family expenses
- Support selected vendor relationships and ensure payments are processed, recorded, and tracked accurately
- Liaise with the development company CFO and the external accounting firm to ensure financial coordination and consistency

- Maintain organized records for personal insurance policies, contracts, and financial documentation
- Assist with tax planning and compliance, including the collection and preparation of required materials for the family's tax advisors
- Provide ad hoc financial analysis and support for new or ongoing personal and family projects
- Serve as a dependable point of contact for both the Founder and immediate family for all accounting-related matters

QUALIFICATIONS AND EXPERIENCE:

- Minimum of 6+ years of experience in a structured accounting environment
- CPA designation with 4+ years of post-designation experience required
- Proficiency in QuickBooks and Sage strongly preferred
- Solid understanding of tax, finance, and insurance-related accounting matters
- Strong analytical and critical thinking skills, with high attention to detail
- Excellent communication and interpersonal skills, with the ability to build and maintain trusted relationships
- High level of integrity, professionalism, and discretion in handling confidential information
- Familiarity with contracts and comfort reviewing financial terms
- Proficiency in Microsoft Excel and a strong aptitude for learning new systems and software
- Experience in the real estate or construction sector is an asset

WORKING CONDITIONS:

This is a full-time position based in Victoria, BC, with the potential for a hybrid work arrangement following the successful completion of the probationary period. The position is not a management role, but it requires initiative, independence, and a strong sense of accountability. Some flexibility may be required to accommodate deadlines or special projects.

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.

September 4, 2025	Approved by: Mike Miller Title: Founder
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