

## Role Summary: Accounting Manager

Reporting to the Chief Financial Officer, the Accounting Manager is responsible for managing and performing hands-on full-cycle accounting, ensuring accurate financial reporting, compliance, and process efficiency for the operating entities under Wingspan Capital (“the Enterprise”). The entities include Royal LePage Brokerages, CarePoint Medical and Wellness Centres, and related corporations (“Companies”) business lines, and internal financial functions. The Accounting Manager role is ideal for a professional with a strong background in bookkeeping and accounting who is eager to grow and contribute to the success of the organization.

This is a hands-on role responsible for ensuring compliance with financial regulations and for contributing to process improvements. Working closely with the Accounting Team, the Accounting Manager will understand conveyance functions, medical billing, and overall operations of the companies and their value propositions.

## Outcomes

This position is responsible for the achievement of the following outcomes:

**Compliance:** Companies meet and exceed tax and regulatory requirements, with internal audit and risk mitigation practices in place to drive quality improvements.

**Efficiency:** Companies maintain financial processes that are timely, accurate, resource-efficient, minimize bottlenecks, and reduce single-person dependency.

**Effectiveness:** Accounting team delivers accurate results to realtors, physicians, and internal and external stakeholders.

**Issue resolution:** Accounting team fosters a culture of identifying and resolving issues to promote learning, improve processes, and sustain a positive working environment.

## Responsibilities

### Accounting and Reporting:

- Oversee and ensure the timely and accurate completion of financial administration tasks in the Companies and corresponding recordkeeping.
- Prepare month-end financial statements and reporting packages and ensure compliant review/signing of bank reconciliation for all bank accounts.
- As the appointed banking administrator, oversee all aspects of the banking platform functionality, user permissions and approval of daily financial transactions.
- Plan and remit all taxes including GST and Corporate Income Tax.
- Prepare fiscal year-end files, liaise with accountants, complete year end entries and ensure financial reporting is submitted in compliance.
- Ensure a professional level of service is provided to realtors, physicians, managers and other internal and external stakeholders.

- Ensure financial administration is documented, records and files are stored correctly, and there is minimal single-person dependency.
- Demonstrate proficiency in conducting financial administration tasks and troubleshooting complex issues or questions.
- Support Team Leads in Conveyance, Property Management, and Billing to remedy errors and correct financial implications (e.g., trade errors, incorrect GST application, international funds).
- Develop a high level of technical proficiency with software used by the Companies (including Lone Wolf, QuickBooks, Xero, EMRs, Google Workspace, Microsoft 365, etc.).

### **Human Resource Management and Payroll:**

- Manage the Accounting Team in accordance with BC Employment Standards and Companies' policies.
- Undertake regular performance reviews and coaching of the Accounting Team.
- Lead staffing changes including hiring, vacation approval, performance management initiatives and departures for the finance and conveyance teams.
- Administer staff payroll, benefits, and other sensitive tasks that require confidentiality.
- Ensure that all payroll and performance documentation is up to date and stored correctly.
- Participate in corporate events such as fundraising events, social events, and conferences.

### **Strategic Financial Reporting:**

- Work with management and the executive team to leverage financial information.
- Prepare and actively manage the budgeting/forecasting process and monthly budget reports.
- Identify and monitor internal controls (key financial metrics) and areas of risk (revenue or expense related) and bring to management's attention.
- Generate sales statistics, capacity statistics, and contribute to benchmarking studies using financial and other sources of data.
- Work with management to improve financial policies and procedures for customers and operations (e.g., advances, charges).
- Provide ad-hoc information, analysis and charts/graphs as requested, particularly in supporting due diligence or acquisition analysis.

## **Approach**

- Coach and support those who are not confident in their area of responsibility, building capability and confidence. Motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.

- Encourage thoughtful exchange of ideas between team members to create new options and imaginative solutions to difficult problems.
- Be non-confrontational when handling or involved in conflict situations with realtors, physicians or internal/external stakeholders. Seek to understand their perspective and work to achieve agreed and acceptable solutions that preserve short and long term relationships.
- Recognize and take advantage of the opportunity to build financial infrastructure and capacity of a growing enterprise in a rapidly changing business environment.

## **Qualifications:**

### **Education and Experience:**

- Post secondary education in accounting or a related field is preferred.
- 5+ years of full-cycle accounting or bookkeeping experience is required, including month-end and year-end closings, payroll, and a strong understanding of GST and compliance requirements.
- Experience in the real estate or medical clinic sectors is beneficial but not required.
- Experience coaching accounting teams is beneficial.
- Knowledge of financial regulations, GAAP, and legislation.

### **Technical Skills:**

- Excellent computer skills with proficiency in G-suite, Microsoft 365 and Excel. Experience with Lone Wolf, QuickBooks, Xero, and EMRs is beneficial.
- Proven experience with online banking platforms

### **Skills and Abilities:**

- Ambition and a proactive attitude towards learning and career growth.
- Willingness and drive to learn new skills, contribute ideas, voice concerns and strive to improve processes
- Excellent communication and interpersonal skills and a collaborative mindset with the ability to work effectively in a team environment.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities and meet deadlines in a fast paced environment.
- Ability to ensure that finances are accountant-ready, and identify when accountant advice is needed
- Excellent eye for detail and meticulous review of contracts, documents and/or financial records
- Flexibility and team spirit with a willingness to work collaboratively to meet business needs
- Understands the bounds of authority and when to escalate or communicate issues.

## Work Environment

- Ability to work from multiple locations as needed and take part in travel as required
- Ownership of a vehicle is preferred

***Disclaimer Clause:*** *The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no exhaustive list of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.*