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Lead Construction Accountant

About Cape

The Cape Group is a three-generation, family run, vertically integrated real estate group of companies, operating across Western Canada since 1956. With more than 60 years' experience in development, construction, and property management, we have a lot of firsts to our name and a diverse portfolio. We develop high-quality projects that complement the vibrancy of neighbourhoods, and make sure to have fun while we're at it. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

The Opportunity

We are seeking a self-motivated and experienced individual to join our growing team as the lead accountant for our construction division. This position will report to the General Manager of Construction and work closely with the Chief Financial Officer and accounting team at head office. You will be responsible for overseeing all accounting for Cape Construction (2001) Ltd. And related entities, including maintaining the general ledger, accounts receivable, submitting monthly construction invoice for progress claims, payroll processing, banking, and supervision of accounts payable.

As our portfolio of active construction jobs grows, from CAPE projects to performing as general contractor for third party developers, we are establishing new processes for efficient construction and business management and are looking for a steady hand dedicated to construction accounting. This position will be active and dynamic, with exciting growth potential for candidates to contribute to a diverse range of projects. Travel should be expected at times, as we have sites across the Lower Mainland and BC, as well as in St Albert, AB.

Salary is commensurate with experience and adjusted upon annual review each year.

The Candidate

We are looking for an individual with accounting experience and management skills, as well as the desire to develop into a more senior position in management as we grow. You are someone who is comfortable dealing with multiple stakeholders, from developers to subtrades, is familiar with construction and how to manage an active monthly accounting cycle, and brings a drive to constantly improve in an industry with tight margins.

Qualifications

- Advanced stages of C.P.A program
- 3+ Years of accounting experience in the construction industry essential
- General knowledge of General Accepted Accounting Principles
- Working knowledge of Word, Excel, Sage 300 and Timberscan
- Excellent interpersonal and communications skills (written and verbal)
- Professional demeanor
- Ability to work independently and in a team environment
- Self-motivated, positive attitude, and detail-oriented
- Ability to prioritize, meet deadlines and work under pressure in a fast-paced environment

Responsibilities

- Preparation of Year End working papers
- Preparation of Monthly Financial Statements
- File monthly GST Return
- General Ledger maintenance
 - Reconciliation of Inter Company accounts
 - Reconciliation as required
- Bank
 - Reconciliation of Bank accounts on a semi-monthly basis
 - Monitoring cash positions
- Accounts Receivable
 - Preparation of working papers to support monthly Progress Claims
 - Preparation monthly sales invoices
 - Record and follow up on outstanding Accounts Receivable and Holdbacks
 - On going communication with Project Managers re. status of A/R
- Accounts Payable
 - Supervise and manage accounts payable Accountant.
 - Monitor accounts to ensure payments are up to date, taking advantage of vendor terms, where appropriate.
 - Assist with correspondence with vendors and respond to inquiries.
 - Assist with vendor and account reconciliation.
 - Ensure system is updated regularly for accuracy of vendor contact and address information.
 - Support the Group in responding to audit and bank enquiries.
 - Perform other related accounts payable duties as required.
 - Process Expense Reports
- Payroll
 - Review time sheets for accuracy and reasonableness

- Obtain approvals of time sheets for site superintendents
- Preparation of bi-weekly payroll and process for payment via direct deposit
- Preparation of remittances to CRA and WCB
- Preparation of T4s and T 5018s
- HR
 - Annual goal-setting
 - Lesson learned reporting
 - Mentor junior accounting staff
 - Maintain good relations with CAPE departments
 - Ongoing professional development – courses, workshops, credentials
 - Ongoing networking
 - Annual Review report on performance of Construction division
- Other related duties as required by the CEO, COO and CFO

Next Steps

- Send Resume with references and salary expectations to info@capegroup.ca with title <CAPE Construction Accountant Application>
- Position is open for start March 1st, 2019
- Candidates will be contacted for an interview, please do not call the office