



## **ASSISTANT CONTROLLER FOR OPERATING AND PROJECT COMPANIES**

Bucci Developments Limited is seeking a CPA experienced in Real Estate Development or Property Management to assist our Controller in the successful operation of our Accounting Department. The ideal candidate thrives in a team environment and is ready to take ownership of assigned operating companies to execute their accounting needs.

**Reports to:** Controller

### **Primary Responsibilities:**

- Support Controller with accounting services for all operating companies.
- Accounting for various project companies in the real estate development business.

### **Duties include:**

- Prepares accounting records for all operating companies.
- Prepares financial statements to summarize and forecast the financial status of the operating and project companies.
- Prepares Job cost accounting for development projects in each project company.
- Assists the management of accounting and budgeting within the organization.
- Assists with preparation and management of cash flow budgets.
- Uses real estate accounting software to maintain records and prepare reports.
- Assists with monthly billings to project companies.
- Prepare monthly reconciliations for general and trust bank accounts.
- Manages monthly GST reporting and compliance.
- Prepares annual working paper packages for operating and project companies to support the preparation of T2 returns by the external accountants.
- Summary of annual T5 transactions and coordinate filings with the external accountants.
- Delegates accounting tasks to junior accounting staff.
- Contributes to team efforts by accomplishing related tasks as needed.

### **Work hours and Benefits:**

Bucci Developments believes that an office environment is ideal for communication, collaboration, and professional advancement. The Assistant Controller position is primarily office based, but with flexibility in hours to accommodate individual needs.

Bucci offers a market competitive wage including a benefits package with extended health and dental coverage and a wellness allowance program.

### **Assistant Controller Qualifications/Skills**

- Strong analytical and problem-solving skills
- Highly skilled in accounting and financial processes.
- Excellent communication and interpersonal skills.
- Detail oriented and highly motivated.
- Skilled in time management with the ability to prioritize tasks.
- Excellent critical thinking skills.

### **Education and Experience:**

- CPA designation or enrolled in the CPA program.
- Minimum of 2 years experience in real estate industry.
- Experience with Sage is an asset.