

## CONTROLLER

Established in 2018, Brock Development Group is a fully integrated real estate investment firm with a strong presence in Southwestern Ontario and the Caribbean. We specialise in acquisition, design, site servicing, construction, financing, development approvals, property management, and marketing. Our portfolio includes land development, mid-rise apartment buildings, custom homes, and luxury villa vacation rentals.

With over 25 years of experience in land development and project management, we pride ourselves on executing projects in-house with precision and passion. Our team is driven by a commitment to craftsmanship, innovation, and strategic foresight—transforming opportunities into thriving ventures.

We are seeking a detail-oriented and strategic Controller to join our growing team. This role will be instrumental in overseeing the financial operations of the company, ensuring accuracy in reporting, and supporting our continued growth through sound financial planning and analysis.

### YOUR DAY TO DAY

- Manage and oversee all accounting operations
- Coordinate and direct the preparation of the budget, financial forecasts and report variances
- Oversee and manage payment process to ensure accurate and timely payment to suppliers & subcontractors
- Coordinate the preparation of regulatory reporting
- Research technical accounting and tax issues for compliance
- Support year-end close process with external accounting firm
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Oversee cash flow management and rent collection processes
- Assist with financial planning and analysis for new development projects
- Manage financial aspects of property management, including tenant billing and lease administration
- Coordinate with the land development team to ensure accurate financial reporting and budgeting for development projects
- Manage financial tasks related to financing, including coordination with financial institutions
- Provide financial insights and recommendations to support strategic decision-making in property management and development
- Ensure compliance with industry-specific regulations and standards
- Collaborate with the sales and marketing teams to support financial planning for new home sales
- Monitor and report on the financial performance of property management operations
- Review the entity's legal documents such as operating agreements, management agreements, and loan documents to understand and adhere to financial reporting requirements

- Maintain regular communication with property managers, asset managers, and billing managers to make informed accounting & tax determinations
- Ensure accurate and timely financial reporting for real estate projects, including capital expenditures and tenant receivables
- Lead, plan, and coordinate all accounting functions for the property management group
- Support and manage the financial well-being of real estate projects to ensure they remain financially sound and deliver returns on investment
- Occasional travel to various locations is required to support business needs and site-based initiatives.

### WHAT YOU BRING

- Bachelor's degree in accounting, finance, or a related field.
- CPA qualification is required.
- Familiarity with Sage or other accounting software
- Several years of experience in property accounting and management
- Strong verbal communication skills to effectively interact with bank representatives and handle financial tasks such as mortgages and payroll
- Proficiency in financial reporting and compliance with government regulations
- Ability to work hard and thrive in a dynamic, fast-paced environment
- Organized and able to manage multiple responsibilities in a small team setting
- Right attitude and mindset, with the ability to handle challenges and adapt to changing circumstances

### WHAT'S IN IT FOR YOU

- Competitive Salary
- Group Benefits
- Bonus
- Perks
- Vacation
- Professional Development

We believe every employee should have the opportunity to participate and succeed. Through leadership by our Diversity, Equity and Inclusion Leader, we are committed to a workplace culture of respect, inclusion, and diversity. We recognize and celebrate the valuable differences among each of us, including race, religious beliefs, physical or mental disabilities, age, place of origin, marital status, family status, gender or gender identity and sexual orientation. If you require accommodation to complete the application process, please forward your resume to [felicia.scaviarupi@mnp.ca](mailto:felicia.scaviarupi@mnp.ca).