



## Position Profile

# Director Accounting

Reports To: Chief Financial Officer

Organization: Edgar Development

Compensation: \$140,000 - \$160,000

Date: April 2025

## ABOUT EDGAR DEVELOPMENT

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At Edgar Development, they believe in creating spaces that do more than just exist—they thrive. Since their inception in 2009, Edgar Development Corp has been dedicated to transforming the landscape of Western Canada with meaningful and sustainable developments that enhance the lives of those who live and work in them. Guided by their philosophy of “Build to thrive™,” they focus on crafting environments that foster community and well-being. Their goal is to deliver high-quality developments that cater to the needs of both residents and businesses, ensuring that every project they undertake contributes positively to the community. Edgar Development's diverse portfolio includes residential, commercial, and mixed-use developments. One of their flagship projects is the master plan for a 23-acre development in Port Moody, which will feature approximately 2,000 new homes and 466 rental units. This project exemplifies their commitment to creating vibrant, integrated communities.

Edgar Development is also proud to be part of initiatives like BC Builds, which aims to provide nearly 1,200 rental homes in Langley and Burnaby for individuals, seniors, and families with middle incomes. Their projects are designed to make a real difference in the lives of those who call them home. Edgar Development strives to incorporate cutting-edge design and environmentally responsible practices into their developments, ensuring they are not only beautiful but also sustainable for future generations. Their success is driven by a team of experienced professionals who are passionate about real estate development.

## ABOUT UPFIELD CAPITAL

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Founded in 2023, Upfield Capital is a privately held real estate acquisition and asset management company. Upfield Capital is a hands-on asset manager that sources and secures deals across a variety of asset classes. The company consistently generates strong annual returns while creating long-term value through active property and asset management. Across its portfolio, Upfield Capital aims to mitigate risk by employing a low-leverage approach, ensuring the preservation of investor capital. The company considers every outcome and makes



**We ask those individuals with an interest in further exploring this exciting opportunity to contact:**

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allowances for the unknown. Upfield Capital's goal is to acquire and manage properties that provide long-term, accretive cashflow alongside appreciation of underlying assets.

## ABOUT THE DIRECTOR ACCOUNTING

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Edgar Development and Upfield Capital are seeking a highly skilled and experienced accounting leader to report directly to the CFO and oversee their corporate, IPP, and project accounting functions. The ideal candidate will be responsible for ensuring the accuracy and timeliness of financial reporting, leading the annual audit process, and improving the quality of accounting procedures. This role requires a strong accountant who can mentor and train accounting staff, collaborate with different teams, and manage various financial tasks.

## KEY LEADERSHIP ACCOUNTABILITIES

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- Oversee month-end, quarter-end, and year-end closing processes to ensure accurate and timely financial reporting.
- Review, establish, and implement key company policies and processes consistent with a best-in-class real estate company.
- Manage corporate and project accounting functions, ensuring compliance with company policies and accounting standards.
- Develop and present timely and accurate financial statements for management and external stakeholders.
- Analyze monthly financial reports to identify key variances between actual and budgeted cash flows.
- Lead the annual audit process by liaising with auditors and supporting the CFO in approving audited financial statements.
- Ensure compliance with internal controls and regulatory requirements.
- Identify and implement process improvements to enhance the efficiency and accuracy of accounting operations.
- Develop and refine accounting procedures to streamline workflows and improve financial reporting quality.
- Mentor Project Accountant through annual goal setting and periodic performance reviews.
- Collaborate with project teams and senior leadership to ensure the accuracy of project proformas and cash flow reporting.
- Coordinate monthly construction loan draws and liaise with cost consultants and lenders.
- Preparation and review of monthly income property financials, including rent rolls, recoveries, CAM reconciliations and performance metrics.
- Manage accounting functions related to income-producing properties, ensuring accurate tracking and reporting of rental income and expenses.
- Maintain intercompany reconciliations.
- Prepare and file internal T2 and T5013 returns, GST and PST filing.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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- Minimum of 5 years of relevant accounting experience, demonstrating a strong foundation in the field.
- Knowledge of ASPE and Canadian corporate tax.
- Bachelor's degree and a CPA certification.
- Must be able to work in Canada.
- Proven experience in process improvement and workflow streamlining to enhance operational efficiency.
- In-depth knowledge of accounting principles and financial reporting standards.
- Leadership skills with the ability to mentor and review the work of accounting staff.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Ability to work within a small team environment and closely collaborate with other departments.

Please submit your application through MNP's official process and avoid making speculative approaches to Edgar Development or its staff members, as such approaches will not support your application.

We ask those individuals with an interest in further exploring this exciting opportunity to contact:

Dushyanthi Krishna, Manager Executive Search and Recruitment  
MNP LLP

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