



STAFF ACCOUNTANT

VANCOUVER, BRITISH COLUMBIA

\$70,000 - \$90,000

ABOUT EDGAR DEVELOPMENT

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 THE STAFF ACCOUNTANT

Edgar Development is seeking a detail-oriented Staff Accountant to support their accounting operations. This role will play a crucial part in assisting with the financial operations of their corporate entities, development projects, and income properties. The position involves a mix of accounting, bookkeeping, and administrative tasks, with a focus on accuracy, compliance, and collaboration. The ideal candidate will have strong analytical skills, a solid understanding of accounting principles, the ability to work cross-functionally with various teams, and a proactive approach to problem-solving.

KEY RESPONSIBILITIES

- Manage the full-cycle accounts payable process, including invoice verification, coding, and timely payment processing.
- Resolve vendor inquiries and discrepancies promptly to maintain strong vendor relationships.
- Review and reconcile vendor statements monthly to ensure accuracy and resolve any outstanding issues.
- Maintain an organized and up-to-date AP filing system for easy retrieval and audit purposes.
- Coordinate with development, construction, and acquisitions team to ensure all invoices are accurately coded and appropriately approved.
- Conduct regular reconciliations, including bank accounts and corporate credit cards.

- Prepare financial statements, including profit and loss statements and balance sheets to support internal reporting for the management team
- Support month-end and year-end closing processes by preparing supporting documentation, maintenance of reconciliations, and keeping organized records.
- Contribute to process improvements by identifying inefficiencies and collaborating with team to work on strengthened procedures.
- Perform other accounting and administrative tasks as needed to support the finance team and overall company operations

SKILLS AND QUALIFICATIONS

- 2+ years of experience in accounting, preferably in real estate, development, or construction.
- Strong attention to detail and ability to work with tight deadlines and juggling priorities.
- Strong understanding of accounting principles, financial reporting, and compliance.
- Exposure in working in an environment with tight month-end closing timelines and external reporting requirements.
- Excellent attention to detail, organizational skills, and ability to manage multiple priorities.
- Strong communication and interpersonal skills, with the ability to work collaboratively across teams.

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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