



FINANCE MANAGER

Kiya Developments Ltd specialises in building luxury custom homes, offering a unique process that brings clients' visions to life. From initial design meetings with builders and architects to handling approvals and sourcing specific finishes, Kiya Developments ensures a seamless and personalised experience. The company collaborates with various authorities, engineers, and planners to ensure the final product meets the client's expectations. Clients are involved throughout the build process, from meetings to site visits, ensuring their opinions are valued and incorporated.

We are seeking a Finance Manager to join our team. This role is crucial for managing our financial operations, including intercompany transfers, full cycle accounting, budgeting, forecasting, and more. The ideal candidate will have a strong background in finance and accounting, with experience in the construction and real estate industries.

YOUR DAY TO DAY

- Manage intercompany transfers between Canada and US accounts and currencies, ensuring accurate and timely transactions.
- Oversee all aspects of accounting, including accounts receivable (AR) and accounts payable (AP), ensuring accurate and timely financial records.
- Prepare and manage budgets and forecasts, providing insights and recommendations to support strategic decision-making.
- Prepare and present monthly financial statements, ensuring accuracy and compliance with relevant accounting standards.
- Handle payroll processing using ADP, ensuring timely and accurate payment to employees.
- Perform data entry tasks related to financial transactions, maintaining accurate and up-to-date records.
- Interact with external stakeholders such as banks, MNP, and lawyers, managing relationships and ensuring compliance with financial regulations.
- Perform office administration tasks as required, supporting the smooth operation of the finance department.
- Manage closing processes and mortgages, including the preparation of amortization schedules and ensuring compliance with relevant regulations.
- Conduct financial analysis to identify trends, variances, and opportunities for improvement, providing actionable insights to management.
- Ensure compliance with all relevant financial regulations and standards, maintaining accurate and up-to-date records.
- Identify and implement process improvements to enhance the efficiency and effectiveness of financial operations.
- Work closely with other departments, including marketing, IT, and customer service, to support the overall goals and objectives of the company.

WHAT YOU BRING

- Post Secondary education in Accounting, Finance, or a related field
- Minimum 3-5 years of experience in a finance and accounting role
- Experience in relevant industries such as construction, real estate, small to medium-sized companies, or entrepreneurial environments is highly desirable.
- CPA designation is an asset.
- Mastery of Excel and familiarity with ADP and QuickBooks Contractor.
- Strong critical thinking, problem-solving skills, and initiative.
- Effective communication skills and confidence in decision-making.
- Ability to work in a team atmosphere and contribute to a supportive and inclusive environment.

WHAT'S IN IT FOR YOU

- Support for CPA-required ongoing education
- Competitive Salary
- Vacation
- Group Benefits
- Flexible working hours
- On-Site

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.