

## CONTROLLER

The Vitullo Development Group is a dynamic and entrepreneurial company involved in construction, real estate development, and property management. The company manages a large portfolio of properties and extensive land for new home developments. Their portfolio includes a significant amount of commercial and industrial space, with numerous tenants. The company is known for its close-knit, small team environment that fosters growth and collaboration. Vitullo Development Group offers a unique opportunity for motivated individuals to join their executive team and contribute to the company's continued success.

The Controller will be the go-to finance person for the team, responsible for accounting, banking, and assisting with mortgages. This is a newly created role with the opportunity to grow with the company and be part of the executive team as they expand.

### YOUR DAY TO DAY

- Manage all accounting operations including Billing, A/R, A/P, GL, and Counsel
- Coordinate and direct the preparation of the budget and financial forecasts and report variances
- Oversee and manage payroll processes to ensure timely and accurate payment to employees
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal 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 home 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
- Handle financial tasks related to mortgages, including discussions with bank representatives
- 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 financial reporting requirements

- Maintain regular communication with property managers, asset managers, and billing managers to make informed accounting 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

### WHAT YOU BRING

- Bachelor's degree in Accounting, Finance, or a related field; a Master's degree is preferred
- CPA qualification is an asset
- Familiarity with New Star or similar ERP/accounting systems is a plus
- 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
- Vacation
- Flexible working hours

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).