

CAREER OPPORTUNITY

MELCOR
LIVE. WORK. SHOP. PLAY.

Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are a dedicated and passionate financial professional with an ability to develop and exceed financial objectives and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: Accountant - Community Development Division

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

ACCOUNTANT - COMMUNITY DEVELOPMENT

WE ARE LOOKING FOR

An **Accountant - Community Development Division** to prepare financial reports and documentation for management reporting and decision-making.

This **permanent, full-time** position reports to the Accounting Manager - Community Development and is a key member of our team.

WHAT YOU'LL DO

Assist in financial reporting including:

- Prepare and analyze quarterly financial reporting packages and other documents for projects and joint ventures
- Prepare monthly financial packages and consult with bank and project contacts for project specific financing
- Provide account analysis, prepare variance analysis and maintain accurate and complete records and files
- Provide guidance for cost revisions and budget allocation for informed management decision making
- Respond to manager and partner enquiries and collect data and research/analyze information
- Provide back-up for other land accounts
- Other ad-hoc accounting/finance projects as assigned

ABOUT YOU

- You have a degree or diploma in accounting and/or finance
- You have 3-5 years accounting experience
- You have systems training and experience with software programs:
 - Microsoft Excel
 - Microsoft Word
 - Reflex
 - Outlook
- You have the ability to discuss observations of financial information with our management team
- You have strong analytical and problem solving skills with sound business judgment

EXTRA POINTS FOR

- CGA or CMA designation
- Experience in the real estate industry

