

The Melcor logo is displayed in a bold, white, sans-serif font against a blue background. The letters are closely spaced and have a slight shadow effect.

LIVE. WORK. SHOP. PLAY.

# CAREER OPPORTUNITY

## Assistant Controller

### 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 and you meet or exceed our qualifications, please send your resume to: [careers@melcor.ca](mailto:careers@melcor.ca) re: **Assistant Controller, Investment Properties**

*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.

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**SEND RESUMES TO: [careers@melcor.ca](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**

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# ASSISTANT CONTROLLER

## WE ARE LOOKING FOR

An **Assistant Controller, Investment Properties** to provide accounting services to the Investment Property division and Corporate Services.

This **full-time** position reports to the Corporate Controller and is a key member of our team.

## WHAT YOU'LL DO

Manage, report on and analyze financial data. This includes:

- Day-to-day and monthly, quarterly and annual accounting needs for a portfolio of multi-tenant buildings
- Develop formal reporting metrics at a divisional and project level

## ABOUT YOU

- You have a university degree in accounting and/or finance
- You have a professional accounting designation
- You have 5+ years of experience in accounting with a mix of public and private industry experience
- You have excellent knowledge of public financial reporting requirements and International Financial Reporting Standards (IFRS)



- Provide account analysis, prepare variance analysis and maintain accurate and complete records
- Assist with preparing and reviewing monthly, quarterly and annual financial reporting including public company reporting
- Collaborate with company leaders to manage financial issues
- Develop, implement and review new systems, reports and tools
- Assist in budget and forecasting cycles
- Ensure compliance with IFRS and ensure adequate controls, policies and procedures are in place

- You have excellent communication skills, both verbal and written
- Strong leadership and project management skills
- Strong analytical skills and attention to detail

## EXTRA POINTS FOR

- CPA designation
- Experience in real estate or property management