

# MELCOR

LIVE. WORK. SHOP. PLAY.

## CAREER OPPORTUNITY

## ACCOUNTANT COMMUNITY DEVELOPMENT

### 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](mailto: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](mailto: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 - Land Operations 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 financing packages, bank reconciliations and margins
- Provide account analysis, prepare variance analysis and maintain accurate and complete records and files
- Assist in annual budget revisions
- Assist in annual property tax preparation
- Respond to manager and partner enquiries, collect data and research/analyze information
- Provide back-up for accounts payable and other land accountants
- Respond to audit inquiries
- Other ad-hoc accounting/finance projects as assigned

## ABOUT YOU

- You have a degree or diploma in accounting and/or finance
- You have 1-3 years accounting experience. Real estate or land development experience preferred
- You have systems training in software programs, specifically:
  - Microsoft Excel
  - Microsoft Word
  - Reflex

- You have strong time management and organizational skills
- You have strong analytical and problem solving skills with sound business judgement
- You can operate effectively in a small team

## COVID-19 VACCINE POLICY

The health and safety of our people is our number one priority. The successful applicant for this position must be fully vaccinated against COVID-19 as a condition of employment. Individuals may submit an exemption request for consideration.