



## JOB DESCRIPTION CONTROLLER

### Organization Overview

Community Land Trust (CLT) is a social purpose real estate developer creating permanently affordable housing solutions for people, with a focus on co-operative housing. We currently hold a portfolio of 2,100 homes and commercial spaces across Metro Vancouver, the Fraser Valley, and Vancouver Island, with many more under construction and active development.

Our team of skilled industry professionals is focused on creating and advocating for inclusive communities that residents are proud to call home.

### Purpose of the Position

Reporting directly to the Director of Finance, the Controller will be responsible for the day-to-day operations of the accounting department and the sound financial management of the organization, including recruiting, training and oversight of accounting staff, implementing robust internal controls, and supporting the development, property management, audit and accounting functions of the organization.

### Key Responsibilities

As a member of our close-knit finance and accounting team, you will be asked to:

- Oversee the day-to-day operations of the accounting department.
- Recruit and train finance and accounting staff, supervise and manage the finance and accounting team in discharging their routine operational duties.
- Maintain a full set of accounts for development projects and operations.
- Manage all aspects of property accounting and development accounting, including reporting, treasury, and auditing of the CLT's real estate portfolio.
- Oversee and review monthly and quarterly financial packages and ensure accuracy and timely delivery to internal and external stakeholders, while verifying that all reporting requirements are being consistently met.
- Supervise the preparation of operating and capital budgets for approval by the Director of Finance.
- Research and identify accounting issues as they arise, taking corrective action to minimize the opportunity for problems to occur.
- Assist in all financial aspects of development, income producing properties and housing co-ops.
- Track actual costs against budget during pre-development, development, and construction stages of new properties.
- Prepare and maintain cash flow projections for the organization and its real estate portfolio.
- Review and manage annual tax returns and reconcile all required schedules.

- Work with the development and housing operations teams to update and review anticipated costs.
- Assist in the formulation of internal controls and policies to comply with established best practices.
- Assist, develop and implement accounting policies, procedures, and systems.
- Liaise with internal and external stakeholders to exchange and deliver financial information.
- Liaise with external auditors in completing the year-end audit.
- Provide coaching, mentorship, and training to the accounting team.
- Develop and maintain supportive, collaborative relationships with colleagues.
- Provide *ad hoc* support to the Executive Director and Director of Finance as needed.

### Education and Experience:

- University degree in Accounting
- Chartered Professional Accountant (CPA, or equivalent) designation
- 5+ years of progressive professional accounting experience; experience in real estate development, property management or construction industries is desirable
- Public practice experience, fund accounting and payroll would be considered an asset
- Finance knowledge and experience would be considered an asset, but not required

### Skills and Abilities:

- Experience reporting in a non-profit or co-operative environment
- Exemplary leadership skills: highly collaborative and operating with authenticity and transparency
- Ability to grasp accounting and technical, legal concepts quickly
- Strong excel and budgeting skills
- Self-motivated and highly proactive
- Strong planning, organizational, and facilitation skills
- Strong verbal and written presentation skills including the ability to communicate complex ideas in a simple way and tailor messages and presentation styles to multiple audiences
- Time management skills for self and team
- Proven ability in a deadline-driven environment
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)
- Ability to travel
- Ability to work outside of the regularly scheduled work week