



Intermediate Accountant Opportunity

Who We Are:

Terra Social Purpose Real Estate (Terra Housing) has been a resource to the community housing sector, including non-profit organizations and urban Indigenous groups who need a dynamic team with the experience and knowledge to guide them through the real estate development process.

Our Approach:

We support the community in developing, preserving, and optimizing the value of their real estate assets for community benefit. This includes the creation of affordable housing, community spaces, and other social purpose projects that support safe, stable, sustainable living and enhanced quality of life. Terra is led by a committed and passionate team who care about their communities and individually possess diverse skill sets - in development, financing, project claims, project management, and asset management – and are united in our desire to improve access to affordable housing and safe community spaces.

Our Journey:

Terra Housing was established in 1984 when we recognized that many non-profits wanted to develop affordable housing but needed someone with experience and knowledge to guide them through the real estate development process and to represent their interests.

Today, Terra is one of the most trusted and experienced companies specializing in social purpose real estate. Since our founding, we have successfully delivered close to 300 projects, representing more than 14,000 units of affordable housing and community development.

About the Role – Intermediate Accountant:

As a key member of our Finance team, you will report directly to the Director of Finance and be responsible for managing day-to-day accounting tasks across multiple entities. In this role, you will also take responsibility for project accounting for a few projects, which offers exposure to various aspects of our business and provides ample opportunities for growth and career advancement.

Key Responsibilities:

Accounting

- Perform monthly bank and credit card reconciliations.
- Code vendors' invoices and employee expenses to the GL on a timely basis.
- Reconcile A/P balances and vendor statements and communicate discrepancies.
- Prepare payments, with the backup documents for signatures and disbursement of the payments.
- Manage electronic accounting documents to ensure supporting documents for transactions are obtained, attached to transactions and filed appropriately.

- Prepare inter-company invoicing and manage A/R.
- Process payments received and bank deposits.
- Prepare monthly project invoicing in a timely manner.
- Perform inter-company transfer and reconciliation.
- Prepare and file GST and other compliance filings and remittances.
- Prepare and assist with the monthly, quarterly and annual closing and financial reporting.
- Support for the Claims department.
- Other functions or activities may be assigned from time to time.

Project Accounting

- Set up project claims, cash flow and financial reports to conform to funder and client requirements.
- Process project invoices in line with contracts and budgets.
- Prepare claims for submission to funders.
- Update project cash flow on a monthly basis.
- Track and record change orders from initiation through approval to implementation.
- Ensure project records and documents are current and properly stored in the filing system.
- Research and respond to accounting and financial inquiries on the projects.
- Assist with the clients' year-end audits.
- Assist the development managers in managing tasks within the project team.
- Assist in the preparation of funding proposals and submissions to funders and approval authorities as required.
- Assist for all projects' insurance, including obtaining quotes, binding and extending policies.

Knowledge, Skills, and Abilities:

- 3-5 years of accounting or project accounting experience in Canada. Experience in real estate or construction projects is desirable.
- Accounting degree or training.
- Excellent understanding of accounting standards (ASPE and ASNPO) and financial reporting.
- Proficient with QuickBooks Online and Excel.
- Working experience with MS GP.
- Proficient with Microsoft Office suite (Outlook, word) and Sharepoint.
- Excellent attention to detail and a high accuracy in financial record keeping.
- Strong organizational and multitasking skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent learner with ability to take and follow directions.
- Effective communication skills, both written and verbal.
- Strong interpersonal skills and the ability to contribute effectively within a team environment.

Salary: \$25 - \$35 per hour

Benefits:

- Competitive salary commensurate with your skills and experience.
- Two weeks paid vacation.
- Extended health benefits: dental, vision, life.
- Company events.
- Opportunity to grow your accounting career.
- CPA practical experience mentorship for CPA students/candidates.

Why Join Us:

Be part of a team driving positive social impact through impactful real estate projects. Join Terra and contribute to meaningful and culturally significant initiatives.

If you're ready to make a difference? Please send us your cover letter and resume to careers@terrahousing.ca