

Accountant
Greenway Garden Homes

Website: www.greenwayinc.ca

Email submissions to: info@greenwayinc.ca

Introduction Description

Greenway Realty is a property development and property management company located in Charlottetown PEI. We build and maintain Garden Home communities across PEI; in Stratford, Cornwall and Summerside. The current communities consist of 300 Garden Homes, and we build additional units each year.

We are seeking an Accountant to join our team. This is a full time salary position that includes health/dental & life insurance benefits, profit sharing, ownership opportunity (optional). The successful candidate would have a private office, option to work remotely (1-2 days per week) and some flexibility in work hours. A significant addition to the compensation package is that senior Greenway team members may receive shares and become owners in new developments.

The role is an excellent opportunity to use your accounting skills in a fast paced environment. The Accountant will manage the Accounting Department for multiple Corporation and Partnership entities.

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| 1. POSITION | Accountant - Full time salary position, health/dental & life insurance benefits, profit sharing, ownership opportunity (optional), private office. |
| 2. DATE OF COMMENCEMENT | ASAP |
| 3. REMUNERATION: | Salary range: \$ 60K - \$80K, to be negotiated based on experience |
| 4. HOURS OF WORK: | 40 hrs/week |

Role Responsibilities

The Accountant will be responsible to carry out and/or oversee the following activities

- Manage and mentor staff within the accounting department (1-2 employees)
- Manage and prepare as needed; accounts receivable, accounts payable, and general ledger entries
- Prepare Payroll and Payroll reporting functions
- Manage the cash flow process, and work with management for budget planning purposes
- Oversee the Financial Reporting process for internal and external stakeholders
- Prepare, review, and provide analysis and inputs on monthly and quarterly Financial Reports
- Maintain the integrity of the accounting, banking, and credit systems
- Use of Sage 50 Accounting Software and extensive use of Microsoft Office (Word, Excel, Outlook)
- Government filings as required, including; Payroll, T4 slips, T5 slips, T5018 slips, HST and preparation of year-end tax packages for completion of financial statements and filing of tax returns by an external accounting firm.

- Setup and maintain accounting related schedules
- Other related duties as required

Education, Skills & Experience:

- 3+ years experience in accounting and finance
- Post secondary education focused in Accounting
- Knowledge of Canadian accounting standards, tax laws, and reporting requirements
- Proficiency with accounting software and Excel spreadsheets
- Strong communication skills, analytical skills, problem-solving and decision-making abilities
- Ability to perform under pressure with multiple priorities and deadlines
- Self motivated and able to work independently.
- Analytical, excellent with numbers.
- Process and documentation driven, with exceptional organization skills.
- Work with confidential information.
- Professional accounting designation (CPA) or working towards designation is considered an asset but not required.

Benefits:

- Some flexibility in work hours and working remotely
- Parking provided
- Team Profit Sharing Program
- Ownership opportunity (optional)
- Health, Dental, and Life Insurance Benefits