



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 – Project Accountant:

As a member of our Finance team, you will support the Development Managers throughout the origination, development, construction, and close-out process of social purpose real estate projects, principally supporting the project development and construction claims process, budgeting, cash flows and financial reporting as well as other administrative functions of projects ensuring they are successfully initiated and completed on time, on budget and in accordance with client objectives.

Key Responsibilities:

- 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, including supporting documentation, for submission to funders.
- Update project cash flow on a monthly basis.
- Reconcile project expenses to the funders' reports and update project reports as needed.
- Track and reconcile GST funding and refund under project GST Promissory Notes.

- Track and record change orders from initiation through approval to implementation, including scope, schedule and budget impacts.
- Ensure project records and documents are current and properly stored in the filing system.
- Assist the development managers in maintaining the project schedule and managing tasks within the project team.
- Research and respond to accounting and financial inquiries on the projects.
- Assist with the clients' year-end and CRA audits.
- Assist in the preparation of funding proposals and submissions to funders and approval authorities as required.
- Assist with all projects' insurance, including obtaining quotes and binding and extending policies.
- Contribute to the continuous improvement of development management systems and procedures.
- Other functions or activities may be assigned from time to time.

Knowledge, Skills, and Abilities:

- 5 years of project accounting experience.
- Experience with non-profit organizations in real estate or construction projects is preferred.
- Accounting degree or professional training.
- Solid organizational, multitasking and time management skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Working experience with MS GP.
- Proficient with Microsoft Office suite (Excel, Outlook, word) and SharePoint.
- Excellent attention to detail and a high accuracy in financial record keeping.
- Ability to follow accepted best practices and workflows of the claims department.
- Excellent learner with ability to take and follow directions.
- Superior communication skills, both written and verbal.
- Excellent team player with exemplary customer service skills, offering help to the development team, clients and other stakeholders with a positive attitude.
- Strong interpersonal skills with the ability to contribute effectively within a team environment.
- Excellent understanding of accounting principles, ability to analyze and reconcile financial reports to identify variances and errors and suggest corrections.

Salary: \$27 - \$37 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