

Forster Harvard Development Corp. requires an experienced Accountant to join its head office team in Regina, Saskatchewan. This position will assume a supporting role in the overall financial management of the Forster Group of Companies retail division, and the residential and commercial real estate portfolio throughout Alberta, Saskatchewan, and Manitoba.

The successful candidate will possess the ability to maintain positive, mutually beneficial working relationships with internal and external stakeholders. Reporting to the Chief Financial Officer, this position will be actively involved in the day-to-day operations and financial recordkeeping and reporting for numerous real estate Joint Ventures and various corporate entities.

Primary roles and responsibilities:

- Accounting duties include, but not limited to:
 - Accounts payable and weekly cheque runs;
 - Preparing journal entries;
 - Cash deposits and banking;
 - Ongoing cash management;
 - Monitoring costs and revenues vs. budgets;
 - Monthly loan draws;
 - Monthly bank reconciliations;
 - Monthly GST / PST returns;
 - Monthly financial statements;
 - Year end working paper files and financial statements in accordance with ASPE; and
 - Annual corporate tax returns.
- Financial analyses and cash flow projections for real estate projects under development.
- Payroll administration.
- Other duties as assigned.

Preference will be given to individuals who possess:

- Post-secondary degree and/or professional designation in Finance or Accounting is required.
- 3+ years of experience in real estate development or related industry is ideal.
- Highly proficient with accounting and payroll software and Microsoft Office applications.
- Multitasker with experience working with multiple entities.
- Effective communication skills and ability to build strong relationships.
- Ability to adapt nimbly and operate as an effective, tactical, and strategic thinker.
- Professional, organized, results driven and thrive in a fast-paced, team environment.
- Strong time management and organizational skills.

Forster Harvard Development Corp. offers:

- Competitive salary, incentive opportunity, and Group Health Plan.
- Group Registered Retirement Savings Plan and Company Pension Plan.
- Additional benefits including an Employee Family Assistance Program.
- Performance driven and merit-based work environment.
- Encouragement of learning through education and training opportunities.