



Senior Accountant

Mike Geric Construction (MGC)

We are a family-owned, local developer based out of Victoria, BC, that uses a hands-on approach to develop projects that positively contribute to our communities. Since 1968, we have been invested in the community we call home and have nurtured relationships with our neighbours, our clients and the people who work with us to build quality homes again and again. Thoughtful and responsible planning, design and construction go into everything we do so every one of the 2000 homes we have built are ones we would live in ourselves.

Overview

Working with the team to maintain order and transparency for MGC's finances, the accountant manages and executes all company accounting operations.

Core Responsibilities:

- Manage and execute all accounting processes and activities including accounts payable, payroll, accounts receivable, reconciliations and compliance.
- Execute all accounts payable duties including reviewing and processing invoices for all projects.
- Prepare all cheques as required.
- Timely completion of monthly bank reconciliations, resolving any discrepancies.
- Maintain the integrity of the GL for all projects.
- Execute accurate and timely monthly data entry of all subcontracts/consultants and vendor invoicing.
- Prepare weekly cash position statement, ensuring funds are allocated accordingly.
- Preparation and management of company bi-weekly payroll using Sage
- Prepare, file and pay all monthly, quarterly, and yearly remittances for payroll, EHT, WorkSafe BC, WCB and GST
- Execute all accounts receivable duties including invoicing, payments and bank deposits.
- Monitor and follow up on client payments.

- Manage and execute PO system ensuring best and accurate pricing, regularly liaising with the internal and site management teams and reporting to the president.
- Liaise with the project and site management teams to help maintain project budgets and subcontracts.
- Maintain an orderly accounting filing system.
- Manage Office365, access, users, and controls.
- Perform other duties, as requested and required.

Key Skills

- Excellent understanding of accounting and financial reporting principles and practices.
- Keen attention to detail and confidentiality.
- Strong problem solving and analytical skills
- Excellent organizational skills with a proven ability to handle multiple projects at one time to meet deadlines.
- Strong communication and interpersonal skills both internally and externally.
- Ability to work within a respectful team environment.
- Excellent accounting software skills including Microsoft, Jonas Premier and Sage.

Qualifications and Experience

- University degree in accounting, finance or related sector preferred.
- Minimum 5 years proven accounting, finance or related sector experience.
- Minimum 2 years construction accounting experience an asset but not required.

Compensation & Benefits

- Competitive salary based on experience.
- Extended Health Benefits