



about fabric

[fabric living](#) (“fabric”), is a multifamily development company founded in Vancouver that delivers unique projects, with a particular focus on East Vancouver. At fabric, we focus on celebrating human connectedness through the creation of distinctive and thought-provoking spaces that bring people together. We are actively developing over 600 new homes in some of East Vancouver's most amenity-rich neighborhoods.

Our mission goes beyond planning and constructing buildings. We care deeply about adding long term value to the communities we develop in by curating spaces that seamlessly blend with and enhance the social fabric of the city. We work tirelessly to deliver thoughtful and purposeful living spaces, design-forward aesthetics, community-minded commercial offerings, and clever amenities that extend the boundaries of a home.

We are a lean and effective team who work closely with one another to create a dynamic and collaborative work environment. We prioritize authenticity, genuine interactions and straight talk over rigid corporate formalities and always encourage one another to be unapologetically ourselves. We often find ourselves seamlessly blending work and personal interactions, creating a culture of mutual support, shared celebrations and sincere interest in each other's well-being.

the opportunity

To support current project and company growth, we are seeking a **Project Accountant** for our team. The successful candidate will work directly with the Director of Accounting and other senior management to carry out the company's vision and growth objectives.

the responsibilities

- Full cycle accounting for allocated projects under development. This includes, but is not limited to:
 - Accounts Payable (Invoice inputting/review, vendor payments)
 - Monthly bank reconciliations
 - Manual journal entries where required (Incl. but not limited to monthly manual entries, acquisitions, dispositions, lender and partner payouts).
 - Preparing loan draws and communicating with cost consultant when the project is under construction.
- Assist in the preparation of project budgets and other financial information for the purpose of construction financing applications.



- Assist in the preparation of lender required annual reporting.
- Completing GST returns and assisting with preparation of other tax returns as required.
- Preparation of year end project financial statements for external Accountants, supporting working papers, including note disclosures, and schedules when required.
- Assisting the Director of Accounting with treasury management and updating project cashflows
- Continuous improvement of policies and controls related to procurement, treasury, and financial reporting.
- Performing other duties as assigned.

your qualifications

The ideal candidate for this role will have a passion for real estate, strong financial analysis skills and an understanding of accounting processes. In addition to these characteristics, candidates require:

- 2+ years full cycle accounting experience, including at least 1 year of recent and relevant experience in project accounting, ideally with properties under development. If no true property accounting experience, candidate must have solid exposure to real estate sector with plenty of transferable skills - perhaps gained from public practice or other relevant industry sector.
- Strong proficiency in Microsoft Office (excel, word etc.)
- Strong organizational skills, high attention to detail, ability to exercise independent judgement.
- An entrepreneurial mindset, self-motivation, a proven ability to meet tight deadlines and confidence to take on tasks across the full range of responsibilities.

The following are assets but not requirements:

- CPA or equivalent
- Acumatica software knowledge

compensation and benefits

- Salary range \$65,000 to \$80,000 based on experience
- Generous vacation offering
- Cell Phone and Transit Allowance
- Extended health and dental benefits plan
- Strong focus on professional development and growth

to apply

If you meet the criteria above, please submit your resume, with cover letter to **Allison Jewell** via Allison@fabricliving.ca.

We thank you for your interest!

202 – 837 W. Hastings Street, Vancouver BC | fabricliving.ca | [@lifeatfabric](https://www.instagram.com/lifeatfabric)

