

Project Accountant (NOC 11100)

Everglade Development Ltd.

Job ID
40512VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/40512>

LOCATION	DATE POSTED	EXPIRY DATE	
301 - 103 W 6th Ave, Vancouver, British Columbia V5Y 1K3 Canada, Vancouver, BC British Columbia	07-07-2026	03-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$40 per hour; 40 hours per week	1 year to less than 2 years	Bachelor's degree

Job Details

Employer: Everglade Development Ltd.

Position: Project Accountant (NOC 11100)

Work Hours: 40 hours per week

Hourly Rate: \$40.00 per hour

Vacancy: 1

Work Location: 301 - 103 W 6th Ave, Vancouver, British Columbia V5Y 1K3

Terms of Employment: Full-time; Permanent

Language of Work: English

Website: <https://everglade.ca/>

COMPANY PROFILE

Founded in 2016, Everglade Development Ltd. is a Metro Vancouver real estate development company specializing in residential development. Since its establishment, the company has built a growing portfolio of residential projects across Metro Vancouver, with a focus on delivering quality housing that meets the needs of local communities.

As the company's development portfolio continues to expand, Everglade is seeking a Project Accountant to strengthen its financial reporting, project cost control, and day-to-day accounting operations to support continued growth.

HOW TO APPLY

Interested applicants may submit their resume by email to careers@everglade.ca

Please include "Project Accountant" in the subject line.

We thank all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls or walk-ins, please.

Job Description

KEY RESPONSIBILITIES

- Maintain the company's accounting records and ensure all financial transactions are accurately recorded, coded to the correct development project, account, and cost category, and supported by appropriate documentation.
- Complete month-end accounting procedures, including preparation of journal entries, accruals, bank reconciliations, general ledger reviews, and account reconciliations.
- Prepare financial statements, project cost reports, management reports, and supporting schedules for ongoing development projects in accordance with company reporting requirements.
- Review invoices and payment documentation from contractors, consultants, suppliers, and other service providers, verify cost allocation, approvals, GST, change orders, and construction holdbacks, and prepare payment records for approval.
- Track and allocate construction costs, consultant fees, financing costs, municipal charges, and other project-related expenditures to the appropriate projects and cost codes.
- Prepare GST reconciliations, cash flow schedules, and supporting records for tax filings, year-end reporting, and external accountant review.
- Monitor project expenditures and commitments against approved development budgets and prepare variance reports for management review.
- Liaise with the company's development, construction, and administrative teams to obtain supporting documentation, resolve cost coding discrepancies, and ensure the accuracy of project financial records.
- Coordinate with external accountants and consultants on year-end financial reporting, tax filings, and audit support as required.

JOB REQUIREMENTS

- A university degree in accounting, finance, commerce, business administration, or a related field is required.
- A minimum of 1 to 2 years of relevant experience in accounting, project accounting, cost accounting, or financial reporting is required.
- Experience in real estate development, construction, or another project-based business environment is required. Equivalent demonstrated familiarity with development project accounting, construction cost allocation, or related financial processes will be considered.
- Knowledge of general ledger accounting, journal entries, account reconciliations, financial statement preparation, and project cost reporting.
- Proficiency in Microsoft Excel and computerized accounting or project accounting software is required.
- Strong attention to detail, organizational skills, and the ability to maintain accurate financial records and meet reporting deadlines.
- Ability to manage multiple priorities and work effectively with internal teams, contractors, consultants, and external accounting professionals.
- Progress toward a Chartered Professional Accountant (CPA) designation is an asset.