BRASSWATER

VICE PRESIDENT FINANCE

Reports To:

CFO

Responsibilities and Duties:

- Manage all financial aspects of day-to-day corporate real estate & operations accounting of the company
- Responsible for overseeing the accounting department
- Develop and enforce financial policies, procedures and internal controls
- Liaise with Investments, operations, leasing, legal, construction and development departments for all financial reporting requirements
- Manage financial reporting, 13th billing and year-end processes with accounting teams and with external accountants
- Review yearly/monthly cashflows, forecast and budgets for properties, construction & development projects
- Tax planning
- Oversee payroll accounting

Qualifications & Experience Required:

- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office; Word, Excel
- High level verbal and written communications skills
- Fully bilingual in French & English
- Exemplary organizational, planning and time management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality