

# Accounting Analyst Profile

**Job Status: Full Time, Salaried**

**Reports to: Controller**

**May 2021**

## SUMMARY

The Accounting Analyst is a vital member of TAS's Finance Team. Key responsibilities include accounts receivable, accounts payable and data analysis. Our ideal candidate will bring ambition, enthusiasm, extraordinary attention to detail and accuracy to the role. We're looking for a self-started who will jump in, learn and grow together with our high-performing team. This is a great opportunity to gain hands-on accounting experience at a growing, fast-paced and impact-driven real estate developer.

TAS is an unconventional impact company that builds connected, caring and committed neighbourhoods. We see diversity as our strength, and our 55+ person team includes 50% women and over 60% BIPOC. We offer a competitive compensation package including a best-in-class employee experience, recently enhanced group health benefits and wellness programs.

## SKILLS AND COMPETENCIES

- Relevant post-secondary education in finance or business administration
- Three years of experience in a similar role, with a demonstrated understanding of accounting principles and practices
- Exceptional computer skills including advanced Excel knowledge
- Experience with Yardi or an equivalent accounting platform considered an asset
- Rigorous attention to detail
- A team player who can also work independently
- Proactive with sound planning, prioritization, and execution skills
- Excellent interpersonal, written, and verbal communication skills
- Curious, collaborative, and approachable
- High level of integrity, ownership, and accountability with the ability to operate with a sense of urgency as required
- Confident with an authentic and professional style
- A demonstrated interest in real estate, city-building and/or social impact is considered an asset

## RESPONSIBILITIES

- Coordinate accounts receivable and accounts payable
  - Purchase order and invoice data entry
  - Cheque printing, approval and execution
  - EFT and wire transfers
  - Vendor and trade relationships
  - Filing and record keeping
- Analysis
  - Daily cash position and reporting
  - Periodic cashflow reports
- Contribute to ongoing process and control improvements
- Support audit process and tax filings
- Collaborate and coordinate with colleagues across TAS's functional teams
- Deepen personal understanding of TAS's strategy and culture on an ongoing basis.
- Embody TAS's Culture Code – be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

**PROCESS:** Candidates should email their resume and cover letter together in one PDF document to: [careers@tasdesignbuild.com](mailto:careers@tasdesignbuild.com) quoting the position in the subject line. No telephone inquiries. We thank all applicants, however, only those selected for an interview will be contacted.

**ABOUT:** TAS is a mixed-use real estate developer that engages, designs, and invests with intent to build more inclusive, livable cities. We deliver vibrant projects that blend residential, commercial, cultural and community spaces to serve evolving needs for today and tomorrow. Impact and people are at the heart of everything we do. Founded as a custom home builder in 1983, we expanded in the early 2000s and have since delivered five major projects. Our active project pipeline now totals over 5.6 million square feet and includes unique sites across the Greater Toronto Area. We are a proud Certified B Corporation and a founding member of the SVX Social Impact Investment Platform.

[www.tasdesignbuild.com](http://www.tasdesignbuild.com)