



Waterfront Development

Employment Opportunity Controller

Waterfront Development is a Nova Scotia crown corporation with a mandate to redevelop and revitalize waterfront lands in Nova Scotia. Our role is to ensure these lands and buildings are planned, developed, managed and programmed, in partnership with the private sector, to drive economic prosperity for Nova Scotia. Our work maintains public access to water's edge and ensures the waterfronts are key destinations for residents and visitors, and platforms for business success. Please visit www.my-waterfront.ca for more details on Waterfront Development.

Waterfront Development is now seeking a Controller to join its team.

Reporting to the Vice President, Finance & Administration, the Controller will be responsible for accurate and timely production of financial reports for Waterfront Development. This will include maintenance of internal controls, executing daily accounting transactions and functions such as accounts receivable, accounts payable, banking, capital assets, journal entries, general ledger, forecasting, budgeting, production of monthly consolidated financial statements, business planning, and reports and financial reporting to the Province of Nova Scotia. The Controller will also play a key role in policy development, staff education, financial analysis, project leadership, risk management and other initiatives as they arise to support the growth of the organization. Other accountabilities include, but not limited to:

- Processing accounts payable, accounts receivable, general journal entries, posting to general ledger, invoicing tenant recoveries, intercompany accounting, bank deposits and reconciliation with multiple bank accounts.
- Monitoring and collection accounts receivable.
- Preparation of monthly financial reports, consolidated financial statements and supporting schedules, variance analysis.
- Preparation of annual budget and monitoring throughout year.
- Completion of reports to the Province including monthly forecasts, annual budget, capital asset and grants reporting, annual year end consolidated financial statement package.
- Principle contact with financial statement auditors, coordination of annual audit, preparation of all audit materials.
- Oversight of procurement processes.
- Calculation of rents receivable and recoveries from tenants based on lease agreements. Billing common area costs and reconciling to year end actuals.
- Financial analysis to support business decisions.
- Monitoring compliance with financial policies, policy improvement including internal controls, fraud, travel and hospitality policies

Qualifications:

- An accounting designation is required.
- Working knowledge of Public Sector Accounting Principles.
- Excellent communication and client service experience and skills.
- Demonstrated team player and collaborative style.
- Self-motivated, ability to work with minimal supervision.
- Demonstrated proactive self-starter, ability to identify process improvement opportunities and follow through with improvement initiatives from identification to completion.
- Ability to manage multiple priorities in a fast paced environment.
- Demonstrated ability to meet tight deadlines.
- Willingness to work overtime periodically to meet deadlines as required.
- Discretion is essential to maintain the confidentiality of sensitive business matters.
- Working knowledge of Excel, Word required
- Experience in the real estate industry would be an asset
- Knowledge of Simply Accounting would be an asset
- Experience implementing a new accounting software system would be an asset

Compensation:

Waterfront Development offers a competitive salary in addition to a comprehensive benefit package. Salary will be based on qualifications and experience.

Applicants are requested to submit a resume with a cover letter outlining their suitability for the position to:

Heather Russell
Waterfront Development
The Cable Wharf, 1751 Lower Water Street, 2nd Floor
Halifax, NS B3J 1S5

Or email: careers@wdcl.ca

We thank all candidates for their interest; however, only those selected for an interview will be contacted.