



Project Analyst / Senior Project Analyst – Campbell River

With our head office just steps from the Campbell River Sea walk, overlooking Discovery Passage, WestUrban Developments Ltd. is a vibrant, fast-growing real estate development company. Our team has over 30 years expertise in construction management, customized development and development planning in Western Canada and Vancouver Island. We believe that positive relationships are the cornerstone for success, and we strive to build strong teams built on respect, integrity, and safety. Our positive environment encourages and empowers our teams to find innovative solutions and overcome challenges.

If this sounds like the place where you would like to grow your career, we are currently seeking an experienced Project Analyst to join our Finance team in Campbell River or Victoria. Primary responsibilities of this role include completing the financial setup of projects while maintaining timely, accurate and consistent project information in our systems, completing project billings and project cost forecast coordination with our project team, as well as, project reporting and analysis. Experience improving process and supporting new technology implementation is an asset.

Responsibilities

- Coordinating and analyzing new project budgets;
- Preparing, analyzing and managing cashflows for development projects;
- Preparing and processing progress draws from financing organizations and assembling required documentation for financing and cost consultant draw reports;
- Monitoring project expenses and budgets through life cycle of project and producing monthly project reports;
- Analyzing data and presenting results and recommendations clearly & concisely;
- Leading or participating in value added ad hoc projects, including process improvements, implementation and analysis of KPIs and implementation of technology solutions;
- Creating and implementing business processes with a 'Lean Mindset', focused on eliminating, simplifying, standardizing and automating.

Qualifications

- Minimum of 3 years accounting experience;
- Construction accounting experience would be an asset;
- Financing / banking experience would be an asset;
- Bachelor's Degree, preferably in Business;
- CPA designation is an asset;
- Advanced computer skills including MS Office and Excel;
- Ability to make decisions and meet critical deadlines;
- Ability to adapt and demonstrate resiliency in response to changing work demands;
- Strong interpersonal and communication skills with the ability to work well in a team environment;
- Ability to develop and maintain relationships with project and company stakeholders;
- Self-motivated with a positive attitude and a results-oriented approach;
- Attention to detail with the ability to perform work with a high degree of accuracy;
- Strong prioritization skills with the ability to meet deadlines and take responsibility for your work;

- Ability to think creatively when problem solving, proactively adapting to challenges;
- A high degree of professionalism and ability to maintain confidentiality;

We provide a competitive salary and benefits package for the right candidate. If you are interested in this exciting opportunity please email your resume and cover letter to careers@westurban.ca with "Project Analyst" in the subject line.

We are committed to the principles of employment equity and encourage applications from all qualified candidates. We thank all applicants for their interest however only those selected for further consideration will be contacted. This job posting will remain open until the role has been filled.