Assistant Controller

LEBANC DEVELOPMENT INC

Job ID
50394

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LOCATION	DATE POSTED	EXPIRY DATE
120 - 600 Cochrane Drive, Markham, ON | Ontario	09-06-2026	06-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $41.50 / hourly	3 years to less than 5 years	Bachelor's degree

Job Details

Language requirements: English

Education requirements: Bachelor's degree in accounting, finance, or related field

Experience requirements:
- Three to less than five years of relevant professional experience
- Knowledge of accountign software and financial reporting procedures is required
- In-depth knowledge of real estate and construction industry is an asset

Computer and technology knowledge
- Accounting softwre
- MS Office Suite (Excel, Word, PowerPoint)
- MS Outlook and electronic mail

Benefits: Dental plan, Health care plan, Vision care benefits

Work hours: 35 hours per week
Term of employment: Full-time
Work location: 120 - 600 Cochrance Drive. Markham, ON

Please apply by email: adaml@lebancdevelopment.com

Job Description

- Assist the Controller in overseeing project-based accounting operations and financial reporting activities related to the company’s real estate development and construction projects
- Prepare monthly financial statements, project cost reports, account reconciliations, and supporting financial schedules for management review
- Monitor construction budgets, project expenditures, subcontractor costs, and project-related financial transactions to ensure financial accuracy, budget compliance, and cost control

- Review and reconcile project cost allocations, general ledger accounts, progress payments, and financial records associated with ongoing development projects
- Support month-end and year-end closing procedures, including preparation of working papers, reconciliations, and supporting documentation for active construction and development projects
- Assist in preparing project cash flow summaries, budget tracking reports, and internal financial reports related to ongoing construction and development activities
- Coordinate with project managers and construction teams to collect, review, and reconcile project-related financial information, cost records, and supporting documentation
- Assist in tracking project budgets, construction expenditures, and progress billings to support accurate project financial reporting and cost monitoring
- Maintain and improve accounting procedures, project financial tracking processes, and internal financial controls to support accurate financial reporting and efficient project operations
- Review supporting financial records, payment documentation, and project accounting information to ensure accuracy, completeness, and compliance with company procedures and reporting requirements
- Assist the Controller in ensuring compliance with accounting standards, taxation requirements, project financing obligations, and corporate financial policies
- Coordinate financial documentation and supporting schedules for external accountants, auditors, lenders, and financial institutions related to project financing, audits, and reporting requirements

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