



Treasury, Payroll & Compliance Manager

We are seeking an exceptional Manager to provide oversight in the areas of Treasury, Payroll & Compliance.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Manager is responsible for:

- Treasury function.
- Reconciliation of all bank, loan and intercompany accounts.
- Investment records and term deposit management.
- Cash forecasting.
- Short term liquidity checks.
- Letters of credit tracking.
- Investor cash calls/distributions.
- Payroll oversight.
- Sales and income tax compliance.
- Leading, inspiring, motivating and mentoring the banking and payroll team, including the annual Personal Success Planning process.
- Balancing workloads and responsibilities within the team.
- Establishing and maintaining operational policies and procedures to maximize service quality, efficiency and effectiveness.
- Seeking continuous improvement of processes.



About you

You have:

- a CPA, CA designation (preferred)
- a post-secondary education or suitable professional training and experience as an alternative
- experience with cash flow, sales taxes and cash management would be an asset
- 4 plus years of work experience in accounting, 2 or more at a supervisory level
- excellent management and leadership skills with the ability to effectively direct and supervise a team of administrators with various levels of accounting knowledge
- strong analytical and problem-solving skills
- excellent verbal and written communication skills
- strong MS Office suite skills including Word, Excel and Outlook

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.