

# JOB POSTING

March 6, 2026

<b>Position:</b>	Controller
<b>Status:</b>	Permanent Full-Time
<b>Department:</b>	Accounting & Finance
<b>Organization:</b>	University of Calgary Properties Group (UCPG)

Are you a highly organized, collaborative, and detail-oriented accounting professional recognized for your leadership, analytical strength, and dedication to accuracy? Do you thrive in environments where continuous improvement, strategic thinking, and cross-functional teamwork are essential? If this sounds like you, we want you on our team!

## WHAT YOU'LL BE DOING

UCPG is seeking a Controller to lead and oversee the organization's accounting operations. Reporting to the CFO, the Controller plays a critical role in managing financial reporting, budgeting, forecasting, and internal controls to support UCPG's strategic and operational objectives. This role ensures accuracy, compliance, and effective financial stewardship across UCPG's portfolio, while also leading and mentoring a team of accounting professionals.

Primary responsibilities include:

- Oversee daily accounting operations including accounts payable, accounts receivable, payroll, cash flow, and general ledger management.
- Prepare and present accurate financial statements, reporting packages, and forecasts for senior leadership and stakeholders.
- Ensure compliance with internal policies, accounting standards, and all provincial/federal financial regulations.
- Develop, implement, and monitor financial controls to support efficiency, accuracy, and risk mitigation.
- Lead the annual budgeting process and monitor actual performance against budgeted expectations.
- Coordinate and oversee the external audit process, ensuring timely submissions and required documentation.
- Collaborate cross-functionally to provide financial insight supporting organizational initiatives and decision-making.
- Ensure internal and external reporting deadlines are met.
- Assess internal controls, perform risk assessments, and recommend improvements.
- Protect organizational value by maintaining strict confidentiality.
- Lead, coach, and develop the accounting team to support strong performance and continuous learning.



- Oversee recruitment, onboarding, and training to ensure consistent processes and smooth team integration.
- Promote open communication and collaboration within the team and across departments.
- Ensure adherence to policies, ethical standards, and internal controls while supporting employee well-being.
- Address performance and interpersonal issues promptly to maintain a positive work environment.
- Other duties as assigned.

### **WHAT YOU BRING**

The successful candidate will possess the following qualifications and skills:

#### ***Education and Certifications:***

- Bachelor's degree in Accounting or a related field.
- CPA/CA designation required.

#### ***Experience:***

- Minimum five (5) years of progressive accounting experience, including at least two (2) years in a managerial role.
- Experience in real estate, development, or property management is preferred.
- Proficiency in accounting software, including Yardi, and strong MS Office skills.
- Strong analytical and problem-solving abilities.
- Demonstrated ability to manage multiple priorities with high attention to detail.
- Excellent verbal and written communication skills.
- Experience managing and developing accounting staff is an asset.

#### ***Knowledge & Skills:***

- Strong knowledge of accounting principles, financial reporting standards, and internal controls.
- Advanced analytical and problem-solving skills with the ability to interpret complex financial data.
- Proficiency with accounting systems and advanced MS Excel skills.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills for collaborating with internal and external stakeholders.
- Demonstrated leadership abilities, including team development, coaching, and performance management.
- Sound judgment and decision-making skills with a focus on accuracy, compliance, and risk mitigation.

### **WHY UCPG**

- A supportive and collaborative work environment with a dynamic culture that balances fun, dedication, passion, and professionalism.
- Opportunities for professional development.
- Involvement in innovative and impactful projects, such as the [University District](#) (U/D) and [University Innovation Quarter](#) (UIQ).



- Exciting team-building activities that promote a strong sense of community and collaboration.
- Competitive leave policies, including vacation days, additional time off around holidays, and wellness days.
- Competitive salary and comprehensive benefits package, including:
  - Employee and Family Assistance Plan
  - Life, AD&D and Disability Insurance
  - Critical Illness
  - RRSP Employer Matching
  - Flex Health Care/Wellness Spending Account
  - 24/7/365 Telemedicine/Virtual Health Care
  - Digital Pharmacy
  - Health, Dental and Vision Coverage.

## WHO WE ARE

UCPG is an independent real estate development company established by the University of Calgary. UCPG currently leads the planning and development of two of Calgary's most exciting urban developments in northwest Calgary:

- **University District (U/D):** A nationally recognized, award-winning, 200-acre mixed-use urban community offering residential, retail, and office opportunities, with ample green spaces for modern urban living.
- **University Innovation Quarter (UIQ):** UIQ is an existing 76-acre ecosystem positioned as a district for world-class research, innovation, and development, with significant potential for growth and diversification in northwest Calgary.

UCPG, on behalf of the University of Calgary, combines a strong vision, ambitious goals, and a commitment to its community partners to create amazing places where people can thrive.

### Our Vision

*A leader in creating amazing places and the trusted developer for the University of Calgary.*

### Our Mission

*To create a legacy for the University of Calgary through sustainable real estate development.*

### Our Values

**GOOD NEIGHBOURS.** *It starts with listening.*

We do what we say we're going to do.

**WELCOMING.** *People come first.*

We treat everyone with respect, ensuring a supportive and considerate environment for all.

**IMAGINATIVE.** *Creating tomorrow.*

We embrace bold new ideas to build community.



ESTABLISHING ROOTS. *It's in our DNA.*

We believe in nurturing growth and building a strong foundation in everything we do.

The deadline to apply is April 10, 2026. Please send your cover letter and resume to [careers@ucpg.ca](mailto:careers@ucpg.ca) and include "Application: Controller – YOUR NAME " in the subject line.

*Note: Only applicants selected for interviews will be contacted. We thank all applicants in advance for your interest in joining UCPG*

*UCPG is committed to fostering a diverse, equitable, and inclusive workplace where all employees feel valued and respected. We promote an environment that celebrates the unique perspectives and contributions of every individual. We believe that diversity of thought and background drives innovation and creativity, and we are dedicated to creating a culture that is welcoming and supportive for all.*

For more information about UCPG, U/D, or UIQ, visit our website at <https://ucpg.ca/>