

Andy Quah
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Objective: To obtain a challenging position in the Accounting field.

Highlights of Qualifications:

- 15+ years of accounting experience in diverse-industry employers.
- Excellent customer service, analytical and problem-solving skills
- Fluency in English and Cantonese or Mandarin
- Ability to manage multiple tasks and work well under deadline pressure
- Proficient in the use of applications such as Excel (Intermediated to advance), Access, Word, PowerPoint, and Outlook.
- Newstar and Yardi Data Integration to Purchase Order and System.
- Experience in accounting software such as Yardi, Newstar, Simply Accounting, ACCPAC, AS 400, JDB, SAP/R3, and Scandoc
- Able to work extremely well independently and as a team player

Working Experience:

Green City Communities Inc.

Senior Project Accountant: December 2021 – Present

- Work with financial institutions and lending partners to obtain a land loan, construction loans, and commercial loans to support business growth and expansion
- Review and negotiate the letter of intention and letter of commitment on the loan. Provide all necessary documents to meet the loan conditions required by lenders
- Manage and review all monthly cost reports and budget
- Work closely with cost consultants and lenders on Budget and Construction Loan
- Obtain construction insurance certificate including all builder's risk, commercial liabilities, and general liabilities.
- Ensure the policies and procedures, internal controls, and segregation of duties and system are in place to support wholesome program implementation
- Work closely with the cost consultants and lenders on reporting, and draw advances
- Provide recommendations on procedural improvements across the organization.
- Prepare and review budgets, pro forma, pre-sales, and project cost monitoring for \$100mm construction projects.
- Prepare draw reports and main contact for cost consultant and lender.
- Project and cost monitoring for \$300m of land loans.
- Supervise junior accountants.

Project Accountant: August 2021 – December 2021

- Implement previous accounting software to Newstar
- Developed Cost Code and Minor Code in Newstar for all projects
- Evaluate all significant accounting transactions, research, update and implement relevant accounting standards to minimize risk

- Ensure operational effectiveness of internal controls over financial reporting is maintained

Lormel Homes Ltd/DMI Property Management

Accounts Payable Specialist: Jun 2017 – August 2021

- Match Purchase Orders with vendor invoices to ensure accurate payments
- Monthly reconcile utility expenses on Residential, Commercial Buildings and Low-Rise Homes.
- Assist Property Accountants and Assistant Controller on Monthly Cash Flow.
- Prepare AGI Submission for Residential Buildings.
- Monitoring Progressive Payment and payment terms on major repairs.
- Contact Managers or Vendors for discrepancy payments.
- Occasionally site visits for construction progress are updated for Owners.
- Ensure proper documentation (WSIB, Liabilities Insurance, Statutory Declaration, etc) before payments are released.
- Portfolio included, Condo and Low-Rise Development and Construction. Property Management Residential and Commercial buildings.

360 Community Management

Accounts Receivable Clerk: March 2013 – June 2017

- Issue monthly owner statements, and developer statements and contact owners for late payment
- Issue From 14 and lien registered for overdue CEA
- Resolved disputes on charges by communicating with a Property Manager, Accounts Manager, homeowners, and lawyers

FirstService Property Management

Accounts Payable Clerk: Dec 2011 – March 2013

- Process high-volume invoices by matching POs included in proper tax calculation
- Monthly accounts reconciliation and sub-ledger balancing
- Other duties as assigned by Accounting Manager, filing all processed invoices and mail

Accounts Receivable Clerk: March 29, 2010, to Dec 2011

- Issue monthly owner statement and developer statement
- Reconcile owner and developer account ledger on monthly basis

Transglobe Management Services

Property Accountant: March 2006 – March 2010

- Bank reconciliations, reconciliation of general ledgers to sub-ledgers
- Preparing year-end audit working papers and assisting in various audit issues

EDUCATION

CDI College, Brampton, ON

Accounting and Payroll Administrator Diploma (Honours) 2003-2004

- Canadian Payroll Association – Payroll Supervisor Level II certification.
- Canadian Payroll Association - Payroll Compliance Practitioner

References available upon request.