



Title: Accounting Assistant

Location: 1300 EPCOR Tower 10423 101 St. NW, Edmonton

At Qualico Properties, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Assistant Controller, as the **Accounting Assistant** you are responsible to review all aspects of Qualico Properties accounting, including accounts payable, accounts receivable, general ledger maintenance, and month-end close processes.

Your day-to-day responsibilities will include:

- Assisting with posting journal entries and reconciling accounts.
- Helping in the preparation of monthly, quarterly, and annual financial reports.
- Performing regular bank and GL reconciliations. Investigating and resolving discrepancies between bank statements and accounting records.
- Participating in special accounting projects and tasks as assigned.
- Assisting in the continuous improvement of accounting processes and procedures.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High School Diploma, or equivalent.
- Diploma, Baccalaureate degree in accounting or equivalent.
- Minimum 1 year of accounting experience, preferably in the real estate industry.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams and SharePoint), and accounting software (Yardi & NewStar or similar)

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Since 1951, Qualico has grown from a small residential developer to one of the largest privately held

development companies in western Canada.

As part of Qualico, a fully-integrated real estate company with seven decades of experience, we work alongside experts in community building, home and multifamily builders, and manufacturers of building materials. Together, we're able to integrate our properties into the communities we build and collaborate to increase the density around our sites.

Through it all, we prioritize the people who use our spaces, whether they're customers, or people collaborating in an office setting.

We consider their aspirations and strive to improve their overall experiences. Through the lenses of development (what we build), leasing (who we invite into our sites), and property management (how we support our tenants) we work alongside the rest of Qualico to build a better city: one that facilitates connections and brings people together. Find out how we're working towards building better cities. For more information, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: March 31, 2025

[Apply Here](#)