



Title: Accountant, Homeowners' Association (HOA)

Location: Qualico Regional Office - 37 Quarry Park Blvd SE, Calgary, AB

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages and employee discounts.

Job Overview

Reporting to the Regional Controller, as the **Accountant (HOA)** you ensure the financial health and transparency of multiple Homeowner Associations under the Branch's control.

Your day-to-day responsibilities will include:

- Overseeing and monitoring the financial performance of the HOAs, ensuring that all financial results are accurately interpreted and communicated to non-financially trained board members.
- Supporting financial reporting and analysis, including (but not limited to): preparing various financial statements, reconciling balance sheets, and providing reports that provide insight into the operational and financial status of the HOAs.
- Fostering strong accounting practices and internal controls, identifying and recommending areas of improvement, to ensure that financial operations are aligned with industry standards and best practices. with HOA.
- Addressing accounting inquiries from the board, HOA members, or other stakeholders, ensuring clarity and consistency in all financial communications.
- Completing journal entries, managing and processing payrolls, leading annual audits and acting as the key contact for governmental issues for each HOA.
- Ensuring fiscal responsibility and operational efficiency within HOAs, managing financial data accurately, reporting effectively, and communicating clearly to all parties involved.

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

- Diploma in Accounting, Finance or related.
- Minimum 3 years full cycle accounting experience.
- Not for profit experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and accounting software (NewStar).

Preferred Qualifications

- Background and/or experience in the real estate industry preferred.
- Advanced skill in Microsoft Excel and accounting software (Sage50, Perfect Mind, ADP. Newstar considered an asset)

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

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, 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: April 28, 2025

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