



HELPING BUILD  
BETTER CITIES™

**Title:** Accountant

**Location:** 3203 - 93rd Street NW, Edmonton

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** you are responsible for all accounting activities for their assigned companies. You provide accounting services and expertise that contribute to the success of the company.

Your day-to-day responsibilities will include:

- Posting journal entries for accounts payables, accounts receivables, and other general transactions.
- Preparing monthly financial statements, reconciling balance sheets and bank accounts; investigating and resolving discrepancies when required.
- Examining documents and financial records, ensuring accuracy and compliance with established standards.
- Developing and maintaining internal control procedures including inventory control.
- Completing reports and analysis to summarize status and trends for internal stakeholders.
- Assisting in year-end reviews, forecasting and budget preparations.
- Auditing supply chain inventory.
- Providing support to other accounting related activities as required.

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**

- Bachelor's degree or diploma in accounting.
- Minimum 1 year of accounting experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and accounting software (SAGE, RFMS, Simply Accounting, 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

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:** July 21, 2025

[Apply Here](#)