



HELPING BUILD  
BETTER CITIES™

**Title:** Accounting Assistant

**Term:** September 2, 2025 – September 30, 2026

**Location:** One, Dr. David Friesen Drive, Winnipeg (Sage Creek)

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation packages including group benefits

### **Job Overview**

Reporting to the Assistant Controller, as the **Accounting Assistant** You will administer accounts payable and accounts receivable activities and assist with various accounting and administrative tasks.

Your day-to-day responsibilities will include:

- Reviewing, coding and entering invoices or expenditures for payments.
- Preparing accounts receivable invoices.
- Preparing and posting journal entries.
- Assisting with filing, updating records and other administrative duties.
- Covering reception desk on a rotation basis.

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.
- Minimum 1 year of accounting related experience in an accounts payable or accounting role.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams and SharePoint), and accounting software.

### **Preferred Qualifications**

- Diploma or Certificate in Accounting is preferred.

### **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 reason to come to work every day.

**Closing Date:** August 5, 2025

[Apply Here](#)