

QUALICO[®] PROPERTIES

Title: Property Accountant

Location: One Dr. David Friesen Drive, Winnipeg

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 Branch Accounting Manager, as the **Property Accountant** you will handle accounting activities for the assigned properties. You provide accounting services and expertise that contribute to the success of the properties.

Your day-to-day responsibilities will include:

- Processing full cycle accounts payable. Reviewing, coding and entering invoices for payments, and resolving discrepancies when required.
- Processing full cycle accounts receivables. Preparing and posting deposits, and reconciling outstanding accounts.
- Preparing regular reports on the financial position of the property and advising management of any potential issues or budget constraints.
- Preparing financial statements and assisting in the preparation of property budgets and year-end reporting.
- Reviewing and posting work orders for work completed at properties.
- Preparing application forms required for rental increases above guidelines.

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

- Degree/Diploma in Accounting, or equivalent.
- Minimum 2 years of accounting experience in the Property Management industry.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), accounting system (NewStar) and property management software (Yardi).

What We Value

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

Working Conditions

You primarily work in an office setting during regular business hours. Overtime or work outside of regular business hours 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 nearly 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 a better city. For more information, please 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: July 8, 2026

#properties

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