



Title: Assistant Controller

Location: Position is available in Edmonton or Calgary

1300 EPCOR Tower 10423 101 St. NW, Edmonton
37 Quarry Park Blvd SE, Calgary

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 Controller, **The Assistant Controller - Qualico Properties** you are responsible to provide financial and accounting services, advice and expertise within their region, including oversight of property management, project and job cost accounting, financial tracking of development projects, and related reporting. You also provide leadership to the Accounting team and support the Controller with daily activities and special projects.

Your day-to-day responsibilities will include:

- Leading the accounting team. Supervising, developing and providing guidance to team members while promoting a collaborative work environment.
- Supporting the formulation of internal controls and procedures to comply with legislation and best practices and ensure ongoing compliance.
- Supporting the regional and rental properties budgeting and consolidation processes.
- Facilitating year-end common area maintenance (CAM) audits and coordinating with other departments to ensure documentation is reviewed.
- Overseeing accounting for property management, development and capital projects, ensuring accurate tracking of costs, commitments and budgets.
- Implementing and improving processes and controls related to project cost tracking and reporting.
- Collaborating with development, leasing and property management teams to ensure timely and accurate financial reporting of project activities.
- Managing the implementation of special projects and initiatives. This includes system changes and process improvements.
- Liaising closely with the Controller and Executives to assist in providing practical advice and insights.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- 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 creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- Chartered Professional Accountant (CPA) designation is required.
- Minimum 5 years of relevant accounting experience in a supervisory position.
- Experience working in the Real Estate Development and Property management industries and familiar working in a structure of multiple enterprises.
- Satisfactory verification of criminal record check.
- Proficient in all areas of Microsoft Office Programs (Outlook, Word, Excel, PowerPoint) and accounting software (Yardi).

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.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Travel to other branch offices is required. Work outside of normal business hours may 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: October 19, 2026

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