

**Position:** Accounting Assistant

**Hours:** approx. 30 hours per week

### **The Opportunity**

Reporting to our Controller, and working closely with our Accountant, the Accounting Assistant will be responsible for the following:

- Accurately scanning and entering invoices, credit memos, and expense claims for multiple companies
- Updating consultant budget spreadsheets to agree with consultant invoices
- Ensuring that accounting codes, amounts, and tax treatment are correct upon invoice entry
- Compiling, entering, and reconciling receipts for corporate credit card statements
- Preparing monthly intercompany invoices to charge back and recover costs for multiple projects
- Printing and organizing time-sensitive cheque payments for signatures and mail-out
- Preparing bank deposit slips and performing bank runs on a frequent basis
- Processing incoming mail, scanning, filing, and maintaining accounting records
- Assisting the Administration team and other departments as needed
- Assisting with special projects as needed

### **The Candidate**

- Detail-oriented – able to follow instructions and enter data correctly and consistently
- Able to organize and prioritize tasks in a deadline-driven role
- Able to communicate in the English language both verbally and in writing
- In recognition of our company's culture, applicants must be highly ethical, sincere, and respectful by nature

In addition, the ideal applicant will have the following:

- At least one year of experience in an accounting or bookkeeping role
- Familiarity with QuickBooks, Microsoft Word, Excel, and Adobe PDF
- Knowledge of general accounting principles

## **About Us**

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 20 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

## **To Apply:**

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to [careers@qualex.ca](mailto:careers@qualex.ca).

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.