

Position: Junior Accountant

The Opportunity:

Reporting to our Controller, and working closely with our Accountants, the Junior Accountant 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 and entering receipts for corporate credit card statements
- 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:

- 1-2 years' experience in an accounting or bookkeeping
- Familiarity with QuickBooks, Microsoft Word, Excel, and Adobe PDF
- 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

Nice-to-have:

- Diploma in Accounting or Bachelor of Business Administration an asset
- Knowledge of general accounting principles

Our Company:

Qualex-Landmark™ is a Vancouver-based development group that has been building boutique residences for over 30 years. Our portfolio is defined by quietly iconic residential 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.

Compensation and Benefits:

- Annual salary: \$45,000-55,000
- Paid vacation
- Extended health insurance, including dental, vision, etc.

Hours & Location:

Full-time Monday to Friday, in person role at our head office in downtown Vancouver.

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.

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