



About Us

At Rancho, our mission is to provide exceptional customer service, to facilitate superior communication with our clients, and to leverage technology that improves our services continually. Rancho has offices in Winnipeg, Calgary, Edmonton and Vancouver. For more information, please click [here](#).

At Rancho, 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 **Team Lead, Accounting** you will oversee and mentor Project Accountants and the Accounting team. You also assist in completing full cycle accounting for the residential division and work closely with other internal departments and teams.

Your day-to-day responsibilities will include:

- Reviewing statements completed by Project Accountants.
- Supervising, developing and providing guidance to Accounting team.
- Assisting, liaising and providing guidance with RTB applications.
- Reconciling intercompany monthly cash clearing.
- Processing monthly intercompany cash clearing, work orders, reconciliations, and journal entries.
- Completing various month-end processes in Yardi including close off periods.
- Maintaining and processing journal entry database and property amortization schedules.
- Assisting with budgets, annual audit and acting as a back up for Project Accountants.
- Setting up policies for process workflows and troubleshooting issues in system as required.

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.
- Detailed 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

- Minimum 5 years of accounting experience.
- Previous lead, supervisory or management experience in accounting.
- Proof of COVID-19 vaccination.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Access, SharePoint, Teams and PowerPoint) and accounting software.

Preferred Qualifications

- Degree or diploma in accounting, or equivalent is preferred.
- Working towards or completion of accounting professional designation is an asset.
- Previous experience in property management is a strong asset.
- Experience working with Yardi property management software is nice to have.

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.
- Continuously pursuing learning and growth.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

Qualico is committed to the health, safety and wellness of its employees and the community. By continuing our commitment to maintaining a safe and healthy workplace, Qualico has implemented a COVID-19 Vaccination Policy that requires all employees in Canada to be fully vaccinated. Proof of vaccination, in the form of a provincially recognized document, must be submitted as a condition of employment. Our policy allows for accommodation in cases of valid medical or religious exemptions. Information related to proof of vaccination or exemption will be kept confidential.

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 [Apply Here](#)