

INVESTMENT ACCOUNTANT

ESSENTIAL FUNCTIONS

- Perform daily, monthly, quarterly and annual investment fund accounting analytics procedures, reporting and reconciliations for a growing family of Investment Funds.
- Corporate Investment Manager GL Book-keeping, tax and analytics on Quickbooks, including MIS reporting.
- Assist with preparation of financial statements for family of Investment Funds and the Manager entity.
- Daily NAV review, maintain and reconcile fund schedules, filing and tax support for all investment portfolios.
- Assist with monitoring fund compliance with investment, legal and regulatory restrictions and constraints.
- Prepare spreadsheet models to analyze, forecast and reconcile fund performance and other analytical metrics.
- Communication and interaction with service providers, internal reporting on fund matters and investment activities.
- Liaise with CFO, external service providers and company auditors.
- Assist and support the CFO with various special projects and analytical spreadsheet requests.
- Identify issues and escalate to CFO on a timely basis.

COMPETENCIES REQUIRED

- Achievement Orientation – A passion for working in a fast paced environment, the prioritization of workload and the attention to completion of each task.
- Analytical Thinking - Understanding a situation, issue or problem, and working through to solution.
- Business Acumen - Ability to understand the business implications of an accounting decisions and the impact.
- Continuous Learning - Dedication to the investment business, to constantly improve efficiency and effectiveness.
- Concern for Order – Strong attention to detail and drive to reduce errors and risk in the daily environment.
- Information Seeking - Driven by an underlying curiosity and desire to question things, people, or issue.
- Initiative – Ability to anticipate and identify a problem, obstacle or opportunity and take appropriate action.
- Teamwork and Cooperation - Works cooperatively with others. Be part of a team oriented environment.

EDUCATION

- Bachelor's Degree or College Diploma required.
- Professional Designation CGA or CMA (or in progress) important but not mandatory.

WORK EXPERIENCE

- 3 – 5 years Fund Accounting experience with alternative asset or investment management firm.
- Corporate Book-keeping (Quickbooks) experience required.
- Strong PC skills and efficiency with Excel required.