

HARVEST PORTFOLIOS GROUP INC.

Manager Corporate Accounting

ROLE OVERVIEW

This role reports into the CFO and will have primary day to day responsibility for corporate finance and investment funds financial, accounting and operational areas.

ESSENTIAL FUNCTIONS

- Preparation of the semi-annual and annual financial statements of the Funds along with the related semi-annual and annual management report on fund performance.
- Review of daily NAVs.
- Assist with and coordinate with printers on prospectus, MRFPs and Financial Statements.
- Preparation of the monthly performance statistics of the funds.
- Review of the monthly Top 10, Investment, Sector and Geographic allocations and quarterly Top 25.
- Process NCIBs, monthly and annual redemptions, monthly conversions, trailer fees, monthly dividend distributions reporting.
- Review of the funds monthly reporting package prepared by custodian.
- Review of forwards currency contracts
- Communicate regularly with investment fund service providers.
- Assist in the preparation, review and coordination with legal of the Annual Information Forms for the closed end funds.
- Annual review and preparation of the financial information for the ETF renewal prospectus and simplified prospectus and annual information forms for the mutual funds.
- Maintain corporate books and records includes daily bookings of payables and other transactions in the corporate accounting system
- Responsible for review of invoices to service providers of the funds and corporate providers.
- Preparation of annual corporate financial statements.
- Preparation of the monthly corporate and funds management reports.
- Preparation of monthly bank reconciliations.
- Review of the HST returns for the funds on annual basis.
- Preparation of corporate HST on a quarterly basis.
- Corporate and Investment funds filing and tax support.
- Assist and support senior management with various special projects and requests.

COMPETENCIES REQUIRED

- Achievement Oriented – 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 and the ability to strive to improve organizational performance.
- Commitment to 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 items.

- Initiative – Ability to anticipate and identify a problem, obstacle or opportunity and take appropriate action.

EDUCATION

- Undergraduate Degree in finance, accounting or related field.
- Professional Designation – CPA, CA, CPA, CMA or CPA, CGA (or in progress) a strong asset.

WORK EXPERIENCE AND OTHER SKILLS

- 5+ years corporate and fund accounting experience with investment funds.
- Experience with QuickBooks an asset.
- Experience using Bloomberg an asset.
- Required strong PC skills and efficiency with Excel.
- Excellent verbal and written communication skills.

Interested applicants should forward their resume with a cover letter to

resumes@harvestportfolios.com.