

# **Investment Accountant**

## **COMPANY OVERVIEW**

Harvest Portfolios Group Inc. is a Canadian Investment Management company focused on long term income generating investment products. The guiding principles are to provide solid investment products that are simple to understand, transparent and generate consistent income.

## **ESSENTIAL FUNCTIONS**

- Perform Daily NAV review procedures along with maintaining and reconciling fund schedules.
- Perform monthly, quarterly and annual investment fund accounting analytics, reconciliations, reporting and compliance for a growing family of investment funds.
- 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.
- Assist with preparation of the semi-annual and annual fund financial statements.
- Filing and tax support for all investment portfolios.
- Assist with monitoring fund compliance with investment, legal and regulatory restrictions and constraints.
- Liaise with senior management, external service providers and company auditors.
- Assist and support senior management with various special projects and requests.
- Support and assist the trading desk with daily reconciliations.
- Assist with and perform other daily investment management and operations tasks 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.
- Teamwork and Cooperation - Works cooperatively with others. Be part of a team oriented environment.

## **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**

- 3 – 5 years fund accounting experience with investment funds.
- 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](mailto:resumes@harvestportfolios.com).