

JOB TITLE: Vice President Finance

LOCATION: Oakville, Ontario

POSITION TYPE: Full-time On-site



ROLE OVERVIEW

Harvest ETFs is seeking a Vice President Finance to join our rapidly growing team. The position reports into the CFO and is responsible for managing the day-to-day functions of the accounting department including oversight of the accounting staff. The role requires a dedicated professional with a hands-on approach, keen attention to detail and comfortable with a fast-paced environment.

KEY RESPONSIBILITIES

- Oversight of the daily fund accounting team to ensure process and procedures are being appropriately executed and followed.
- Provide tax review and support of each investment fund's annual distribution calculations and tax returns.
- Oversee the monthly, quarterly and annual investment fund accounting analytics, reconciliations, reporting and compliance for a growing family of investment funds.
- Communication and interaction with service providers, internal reporting on fund matters and investment activities.
- Oversight and management of the semi-annual and annual fund financial reporting process.
- Assist with monitoring fund compliance with investment, legal and regulatory restrictions and constraints.
- Act as a main point of contact to external service providers auditors to manage issues or process improvements and liaise with auditors to manage requests and issues as need.
- Provide additional support to the management team with any special projects and requests.

COMPETENCIES REQUIRED

- Leadership - provide training and guidance to staff
- 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

WORK EXPERIENCE AND OTHER SKILLS

- 10 plus years experience with related investment funds
- Exposure to tax related work specific to investment funds considered a strong asset
- Required strong PC skills and efficiency with Excel
- Excellent verbal and written communication skills

OPPORTUNITIES AND ADVANTAGES

- Fast-growing environment
- Work in collaboration with sales, investments, finance and other key departments
- Positive and supportive company culture
- Benefits provided
- Position is bonus eligible

Interested applicants please forward their resume with a cover letter to resumes@harvestetfs.com.

We thank all applicants in advance for their interest, but only those candidates shortlisted for interviews will be contacted.

Harvest Portfolios Group Inc. is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, religion, sexual orientation or expression, disability, or age.