

MANAGER, ACCOUNTING AND OPERATIONS

Company: Private investment firm

Location: Montreal

SUMMARY

Our client is a boutique investment firm that manages the wealth and administration for several high net worth individuals. The firm invests across the investment spectrum including public and private securities. The firm also manages the administration and accounting of its clients.

ROLES AND RESPONSIBILITIES

The selected candidate will manage the accounting and bookkeeping for approximately 15 holding companies, including:

- Projecting and managing expenses and cash flow
- Preparing investment performance reports
- Assist in completing investment documentation
- Bookkeeping
- Reconciling bank and brokerage statements
- Producing financial statements
- Accounts payable, invoicing, expense reimbursement
- Assist with preparing personal and corporate income tax returns
- Working with tax, legal, and accounting advisors, and completing their requests
- Communicating with service providers
- Office management including filing, office supplies, etc.

QUALIFICATIONS

- Bachelor's degree, preferably in accounting; accounting designation an asset
- Minimum of 3-5 years of experience in a similar role
- Strong understanding of corporate and personal income tax filings
- English and French, both spoken and written
- Good working knowledge of Quickbooks, Microsoft Excel and Word

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Michel Ohayon: mohayon@shoreassoc.com – 514-878-4777

Please note that only candidates selected for interviews will be contacted.