



JOB TITLE: Senior Corporate Accountant - Fund Reporting
DEPARTMENT: Finance, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Vice President and Controller
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

GCG is a diversified financial services company that serves the needs of a wide range of clients. Reporting to the Vice President and Controller, the Senior Corporate Accountant - Fund Reporting will be responsible for the reporting requirements for Guardian’s investment funds and will also assist with certain corporate reporting functions of GCG.

ESSENTIAL FUNCTIONS:

- Taking responsibility for all aspects of the accounting and finance functions for the Guardian Capital Real Estate Fund LP (“GCREF”), including the accounts which are maintained by property managers;
- Working directly with the GCREF’s management team to properly record property acquisitions and dispositions;
- Taking responsibility for maintaining the GCREF partners’ records and tax information;
- Taking responsibility for the oversight of, and co-ordination with, the service provider of the Guardian Funds, including, the production of fund financial statements, MRFPs and fund tax distributions;
- Taking responsibility for income tax and HST compliance for the GCREF and the Guardian Funds;
- Managing the year-end audits of the GCREF and the Guardian Funds and liaising with the external auditors;
- Assisting with the quarterly reporting requirements of GCG;
- Acting as the administrator of the corporate accounting system; and
- Completing special projects and other duties, as assigned.

QUALIFICATIONS:

- Post-secondary education
- Accounting designation with 5 years of relevant work experience
- Solid understanding of real estate fund accounting, investment funds and/or the financial services industry
- Excellent problem-solving, decision-making, interpersonal and communication skills
- Advanced knowledge of Microsoft Excel and strong knowledge of other computer applications (i.e. general ledger systems, PowerPoint and Word)

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.