

ACCOUNTING MANAGER

VIEWPOINT GROUP



Term: Full-Time Permanent Position – hybrid work environment

COMPANY OVERVIEW

Viewpoint Group is a team of trusted custodians who oversee the affairs of a Calgary-based family office, which includes an investment management firm and a private charitable foundation. Our core service is to manage capital responsibly and productively for clients and, as financial custodians, to serve the best long-term interests of society. We are also responsible for supporting the founder's family in its social and philanthropic involvement. We strive for the highest level of professionalism in all our activities; we are long-term oriented and are principle driven in our decision making.

We are thoughtful, empowered, and highly motivated. Our key organizational values are authenticity, curiosity, and intellectual humility. We aspire to have a positive, engaging experience with one another every day. We achieve excellence in our work by applying leading edge, evidence-based research to our strategies and processes. We celebrate and support one another, we have fun and we have an awesome snack cupboard!!

The Role

We are looking for a resourceful and enthusiastic individual to join our team as Accounting Manager – someone who is curious, takes initiative, and has a desire to learn. Your role will involve financial reporting, treasury, tax planning and compliance, and regulatory compliance. You will report to the Controller, supervise 1-2 individuals, and work closely with several members of the Viewpoint team.

Our ideal candidate will have the following:

- Experience working in a professional environment that requires a high level of confidentiality and compliance to a code of conduct;
- Experience in an investment or family office environment, with an understanding of investment funds;
- A CPA with an exceptional understanding of accounting principles, bookkeeping, and financial reporting with 3-5 years of experience;
- Experience with financial/investment reporting and financial statement preparation;
- Background in tax compliance, including tax return preparation, planning, and GST filings;
- Background in regulatory compliance;
- The ability to prioritize tasks, learn quickly, and work both independently and as part of a team;
- Proficiency with Microsoft Office (Word, Excel, and Outlook) and Adobe;
- Proficiency with Sage Accounting, Cantax, TaxPrep, and/or FormMaster; and,
- Familiarity with several of the key responsibilities as outlined in the attached Appendix.

Salary commensurate with experience- includes comprehensive benefits package.

Please send a cover letter explaining why this position interests you along with your resume to:

Alida Holt, Controller

info@viewpointgroup.ca



APPENDIX

Key Responsibilities

Your key responsibilities will include:

- Ensure accuracy and completeness of all accounting entries and balances;
 - Review accounting entries entered into Sage Accounting;
 - Review general ledger account reconciliations and schedules for all entities, including bank reconciliations; and,
 - Review intercompany cost allocation schedules and the related intercompany invoices.
- Prepare financial reporting, including the following:
 - Monthly/quarterly cash flow forecasts;
 - Quarterly financial statement and working capital filings to regulators;
 - Quarterly consolidated cash flows and budget to actual reporting;
 - Annual financial statements for several entities; and,
 - Annual budgets.
- Review financial reporting prepared by the external fund administrator and the internal Financial Accountant, including the following:
 - Investment fund net asset value reports and expense accruals;
 - Annual and semi-annual financial statements for investment funds; and,
 - Monthly working capital estimates and forecasts.
- Coordinate and support of the ten annual external audits and the eight annual external reviews;
- Assist with the tax compliance process as follows:
 - Review GST returns as required;
 - Review and assist with preparation of the backup schedules to support the preparation of the annual Canadian personal, trust, partnership, and corporate tax returns and filings;
 - Review and assist with preparation of the annual Canadian personal, trust, partnership, and corporate tax returns, filings, and elections and US tax partnership returns and filings;
 - Follow up on queries from CRA and IRS as required; and,
 - Review and assist with preparation of the annual charitable information return.
- Assist with private investment related reporting, including reviewing entries and balances in the investment management system in comparison to the accounting system.
- Review and approve banking transactions and monitor cash and treasury management;
- Contribute to creating and maintaining an efficient, accurate reporting process; and,
- Complete special projects, including updating and completing policy and procedure manuals.