

## **Job Description: Fund Accountant**

CommonWealth Fund Services, an innovative and growing fund administration company based in downtown Toronto is seeking a full-time fund accountant. Our commitment to our staff through both financial reward and our office environment ensure that our workplace is a happy one.

We are looking for someone with the following skills and experience:

- At least two years of fund accounting experience with some exposure to hedge funds;
- Working towards or having an accounting designation is an advantage as well as completion of the Canadian Securities Course;
- Experience with a variety of investment strategies;
- Good computer skills including Excel;
- Self-motivated, accurate and efficient;
- Team-player, willing to learn new skills;
- Excellent communication skills.

Primary responsibilities will be:

- Calculating the weekly, monthly or quarterly net asset values of funds from start to finish;
- Tasks include: cash reconciliation with banks, portfolio reconciliation with brokers, pricing of investments;
- Processing investor requests to buy and sell units in the funds;
- Report directly to management once tasks have been completed.

Base Salary will be competitive.

Applications with your resumé should be made by e-mail only to:

[javed@commonwealthfundservices.com](mailto:javed@commonwealthfundservices.com) and [peter@commonwealthfundservices.com](mailto:peter@commonwealthfundservices.com)