

CBRE Caledon Capital Management, Toronto

CBRE Caledon Capital Management Inc. (“CBRE Caledon”) is a leading infrastructure and private equity solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. Today, our dedicated team of 30+ professionals represents more than CDN \$9B on behalf of institutional investors across North America.

CBRE Caledon is a separate business unit within CBRE’s independently operated investment management subsidiary, CBRE Global Investors, one of the world’s largest real asset investment management firms with US \$86.5B in assets under management. The Firm sponsors real asset investment programs across the risk/return spectrum in the Americas, Europe and Asia for more than 500 institutional investors worldwide.

CBRE Global Investors is the independently operated investment management division of CBRE Group, Inc. (“CBRE”, NYSE:CBG), the world’s premier full-service commercial real estate services company with more than 75,000 employees in approximately 450 offices worldwide.

CBRE Caledon’s deep infrastructure experience enables us to construct portfolios that include the high-quality infrastructure funds coupled with co-investment opportunities generated through fund relationships or through our global network of strategic and institutional infrastructure investors. By representing a number of institutional pension funds with similar investment objectives, we are able to ‘club’ our clients to gain access to larger infrastructure co-investment opportunities while enabling costs and expenses to be shared. Our infrastructure team has experience investing in many sectors, stages and geographies through current client mandates and former roles at some of the largest global infrastructure investment firms. Members of the team have been involved in power and utilities, water and wastewater, energy, transportation and social infrastructure.

In the private equity space, our team has extensive experience building world-class private equity portfolios for some of the most sophisticated Canadian institutional investors. This experience has enabled us to access the very best global fund managers and to build unique customized portfolios to suit our clients’ specific strategies. We look to build successful private equity portfolios with a diversified number of the highest quality private equity funds and a selection of strategic co-investments.

The investment team brings a wealth of knowledge and experience from some of the top investment firms in the world including OMERS Private Equity, Ontario Teachers’ Pension Plan, CPP Investment Board, Borealis Infrastructure, Macquarie Group, Capstone Infrastructure, TD Capital Private Equity, Abu Dhabi Investment Authority, Scotia Capital, BMO Capital Markets, Edgestone Capital Partners, KPMG, Birch Hill Equity Partners and CIBC World Markets.

For further information about Caledon and our team, please visit our website at www.cbrecaledon.com



Corporate Accounting Analyst (Contract), Toronto

The Role

CBRE Caledon has an exciting opportunity for an exceptional Accounting Professional to join our Accounting & Finance Team. This position will have corporate accounting responsibilities and be a key member of the group responsible for corporate reporting as well as investment reporting for clients including specific investment vehicles. Working closely with senior level accounting professionals and reporting to the Manager, Corporate Accounting, primary corporate accounting responsibilities include:

Responsibilities:

- Maintain QuickBooks accounting ledgers and reporting for multiple entities
- Prepare daily cash reports and monitor cash and credit card available balance
- Prepare and process employee expense reports and corporate expenses (including credit card reports) and submit for direct-deposit as necessary
- Review and manage the accounts payable and receivable process
- Work closely with the investment and finance teams to finalize calculations prior to invoicing and to track and monitor expenses for recovery
- Prepare monthly HST returns, monthly EHT filings, monthly bank reconciliations and month-end journal entries
- Prepare and analyze the quarterly management report
- Maintain monthly calculations to ensure the Company remains compliant with Regulatory and Banking covenants; provide support for tax filings at year-end
- Assist with the annual budget preparation and on-going monitoring of company results including the budget to actual variance analysis
- Prepare supporting schedules and documentation for auditors for the year-end audit
- Involved in the monthly reporting and analysis to CBRE Global Investors
- Pro-active approach to the role and suggest improvements/enhancements to the current processes
- Involved in special projects as required

Qualifications

- Post-Secondary degree/diploma in Accounting with solid knowledge of accounting principles, financial accounting, reporting and analytical techniques and financial accounting systems
- 3-5 years of relevant accounting experience; experience working in financial services / investments preferred
- Strong knowledge of Microsoft Office applications with an advanced knowledge of Excel; experience having worked with QuickBooks is an asset
- Exceptional attention to detail and accuracy; ability to maintain confidentiality
- Excellent oral and written communication skills; proven ability to interact with all levels of an organization

Further, you are an ambitious self-starter and a solid team player with a positive attitude. You possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to “roll up your sleeves” in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.

Please direct your responses and interest to the posting by emailing your resume to careers@cbrecaledon.com

