Financial Analyst

CBRE Caledon has an exciting opportunity for an individual to join our Accounting & Finance Team. This key position will have Investment Accounting responsibilities and will work closely with a group of Senior Financial Analysts that are collectively responsible for investment reporting for clients including specific investment vehicles. Reporting to a Manager, the primary responsibilities will include:

- Prepare accounting journal entries, quarterly financial statements and quarterly performance reports
- Monitor capital call and distribution notices from Fund Managers and distribute notices to appropriate investment and finance team members
- Review and analyze capital call and distribution notices, perform reconciliations and input corresponding accounting entries into the investment management system; create and send out approved transaction tickets to respective clients.
- Preparing and issuing capital call and distribution notices
- Conduct reconciliation of transaction entries in the investment management system with bank accounts
- Prepare monthly and quarterly compliance certificates for advisory accounts
- Assist with obtaining monthly and quarterly valuations, quarterly financial reports, annual compliance and audit documentation
- Assist in updating cost and fair values of underlying and ensure that all new portfolio companies are added with the corresponding investment categories. i.e. GICs, location etc.
- Preparation of audit working papers for year-end audit
- Assist with performance calculations
- Communicate with auditors and tax professionals relating to the year-end audits
- Regular interactions with investment partners and external advisors
- Maintain and ensure completeness of final investment deal documentations in the Fund Library
- Work closely with senior members in the finance team to ensure efficient and effective investment data management and information flow within the organization
- Address client inquiries relating to financial and investment matters
- Anticipating administrative needs of the department and contributing to improving administrative structure, processes and procedures as needed
- Assist with ad hoc tasks

Qualifications:

- Undergraduate degree in Business/Accounting/Finance
- 2+ years' experience in a related role within the financial services or investment industry is preferred
- Enrollment in the CPA program
- Excellent written and verbal communication skills
- Strong technical skills with high accuracy and attention to detail
- Strong interpersonal skills with an ability to work both independently and as part of a team
- Intermediate to advance knowledge in Excel (Pivot tables, V-Lookup and graphs/charts) and Word and an aptitude and interest in learning new software applications
- Demonstrated strong time management and prioritization skills; extremely well organized
- Self-motivated, flexible and adaptable

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.

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