

ACCOUNTING & FINANCE CO-OP POSITION

Toronto, Ontario

May – December 2021 (8 month contract)

CBRE Caledon is a leading infrastructure and private equity manager and solutions provider. CBRE Caledon's business model is to enable investors to access well diversified portfolios of infrastructure and private equity assets utilizing the same approach as the world's leading institutional investors. The Firm currently provides services through pooled vehicles and customized separately managed accounts and creates long-term value for clients by managing high-quality investments and building comprehensive portfolios. Today CBRE Caledon's dedicated team of over 50 professionals represents over \$10 billion on behalf of institutional investors globally.

THE ROLE

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

- Assisting with preparation of quarterly financial statements for separate managed accounts (SMAs)
- Assisting with preparation of corporate tax returns
- Assisting with the corporate interim audit
- Assisting with preparation of audit working papers for interim audit
- Transaction management
- Processing accounting entries including capital calls and distributions, reconciliation and reporting
- Filing and archiving of all documents
- Anticipating administrative needs of the department and contributing to improving administrative structure, processes and procedures as needed
- Assisting with quarterly reporting administration

Role Specific Accountabilities:

- 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 and input corresponding accounting entries into the investment management system and create and send out approved transaction tickets to respective clients
- Prepare consolidated trial balances, balance sheets and income statements on a monthly basis
- Assist with corporate accounting functions through reviewing expense reports and day-to-day accounting
- Maintain and ensure completeness of final investment deal documentations in the Fund Library
- Calculate and monitor performance metrics for portfolios using indicators such as IRRs, returns and multiples
- Prepare compliance certificates on a monthly basis
- 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.
- Work closely with senior members in the finance team to ensure efficient and effective investment data management and information flow within the organization

In addition to the primary responsibilities listed above, there are opportunities to perform research on potential investments and business development.

QUALIFICATIONS

- Currently in undergraduate program for Business/Accounting & Finance
- 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 & 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, a solid team player with a positive attitude and 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.

If you have the qualifications for this role and are interested in applying, please submit your resume, cover letter and transcripts directly to mhassan@cbrecaledon.com