

POSITION DESCRIPTION

Title:	Investment Accountant - Private Markets
Department:	Fund Accounting
Immediate supervisor:	Manager Fund Accounting

CORE ACCOUNTABILITY

Reporting directly to the Manager Fund Accounting, the Investment Accountant - Private Markets is part of a team that is responsible for the investment accounting and management reporting functions for investments in the private markets asset classes, including private equity, real estate and infrastructure. This position works closely with the Senior Accountant Private Markets in providing a key segregation of duties role for the Real Assets and Equity investment teams, and also works closely with those teams as a key stakeholder, as well as with the Chief Investment Officer and Chief Financial Officer.

MAJOR RESPONSIBILITIES

1. Assist in the implementation of new investment mandates including necessary changes in procedures and internal control documentation.
2. Develop an understanding of each private market investment to facilitate the on-going analysis of financial reporting received from private market transaction partners.
3. Record transactions and valuation adjustments into the portfolio management systems timely and accurately.
4. Maintain accurate continuity of all commitments made and periodic draw-downs and coordinate delivery of cash flow information to the Money Market Portfolio Manager.
5. Assist the Senior Accountant Private Markets to track timely receipt of all income tax forms from investees and verify they have been appropriately prepared.
6. Assist the Senior Accountant Private Markets to ensure U.S. tax forms (Schedule K-1s, etc.) are tracked, filed and submitted to Vestcor's external tax consultant for preparation of U.S. tax filings.
7. Prepare ad hoc management information as required.
8. Assist the Senior Accountant Private Markets in analyzing management fees and track appropriate classification for CEM Benchmarking reporting.
9. Assist in preparing support for the annual external audit review of Private Markets investments.

COMPETENCY PROFILE

1. Chartered Professional Accountant designation (CPA) and good fundamental knowledge of Canadian GAAP and International Financial Reporting Standards. Ten years of relevant work experience would be considered in lieu of the CPA designation.
2. Experience in private markets and/or real estate accounting in an asset.
3. Experience in the investment industry is desirable.
4. Experience and knowledge of SS&C's Pacer portfolio management system is an asset.

5. Team player, excellent interpersonal, presentation and communication skills.
6. Advanced Excel spreadsheet skills and strong user of computer applications.
7. Excellent problem-solving and analytical skills as well as good general management skills
8. Written and spoken competence in English is required and French would be considered an asset.