



Accounting Specialist – Private Markets

Vestcor has a full-time position available for an Accounting Specialist – Private Markets.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to eleven different client groups representing approximately \$21.0 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

Reporting directly to the Manager Fund Accounting, the Accounting Specialist – 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, infrastructure, and private debt.

Key responsibilities will include recording transactions and valuation adjustment into the portfolio management system, maintaining continuity of commitments made and periodic drawdowns, coordination of cash flow information with the portfolio managers as well as assisting with tracking receipt and verification of income tax forms. The Accounting Specialist will also assist with analyzing management fees for submission to various benchmarking surveys, submitting tax forms, ad hoc reporting and analysis and assisting in the preparation of external audit reviews.

The ideal candidate should have a university degree in business administration and three years of experience or a minimum eight years of related work experience. Experience working with Microsoft Office Suite, specifically Excel, is required. Experience in the investment industry is desirable.

The successful candidate will be a team player with good communication skills, strong analytical and time management skills and have a keen attention to detail. Written and spoken competence in English is required.

In the covering letter candidates **must** demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by January 3, 2025 to:

Manager Human Resources
Vestcor Inc.
400 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to: careers@vestcor.org