

## POSITION DESCRIPTION

---

<b>Title:</b>	<b>Accounting Specialist - Private Markets</b>
<b>Department:</b>	<b>Fund Accounting</b>
<b>Immediate supervisor:</b>	<b>Manager Fund Accounting</b>

---

### CORE ACCOUNTABILITY

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. 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.

### MAJOR RESPONSIBILITIES

1. Maintain accurate continuity of all commitments made and periodic drawdowns and coordinate delivery of cash flow information to the Money Market Portfolio Manager.
2. Record transactions and valuation adjustments into the portfolio management systems timely and accurately.
3. Assist the Senior Accountant Private Markets to track timely receipt of all income tax forms from investees and verify they have been appropriately prepared.
4. 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.
5. Prepare ad hoc management information as required.
6. Assist the Senior Accountant Private Markets in analyzing management fees and track appropriate classification for CEM Benchmarking reporting.
7. Assist in preparing support for the annual external audit review of Private Markets investments.

### COMPETENCY PROFILE

1. A university degree in business administration and a minimum of 3 years of related work experience, OR a minimum of 8 years of related work experience.
2. Experience in private markets and/or real estate accounting is 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. Strong organizational and time management skills.
7. Advanced Excel spreadsheet skills and strong user of computer applications.