

# ACCOUNTANT VIEWPOINT GROUP



**Term:** Full-Time (40 hours / week)

## COMPANY OVERVIEW

Viewpoint Group is a team of trusted custodians who oversee the affairs of a family office, which includes an investment management company and a private charitable foundation. Our core service is to manage capital responsibly and productively for clients and, as financial custodians, to serve the best long-term interests of society. We are also responsible for supporting the founder's family in its social and philanthropic involvement. We strive for the highest level of professionalism in all of our activities; we are long-term oriented and are principle driven in our decision making.

We are thoughtful, empowered, and highly motivated. We aspire to have a positive, engaging experience with one another every day. We achieve excellence in our work by applying leading edge, evidence-based research to our strategies and processes. We celebrate and support one another, and we have fun.

## The Role

We are looking for a resourceful and enthusiastic individual to join our team as an Accountant – someone who is curious, takes initiative, and has a desire to learn. Your role will involve bookkeeping, financial reporting, treasury functions, tax planning and compliance, and regulatory compliance. You will work closely with several members of the Viewpoint Team.

### **Our ideal candidate will have the following:**

- 3-5 years of experience working with a private holding company, owner-managed business, or in an investment management environment;
- College or university degree and related certificate/diploma in accounting, with an excellent understanding of accounting principles, bookkeeping, and financial reporting;
- Experience with financial/investment reporting and financial statement preparation;
- Background in tax compliance, including tax return preparation, planning, and GST filings;
- Background in regulatory compliance;
- The ability to prioritize tasks, learn quickly, and work both independently and as part of a team;
- Proficiency with Sage Accounting, Microsoft Office, Cantax, TaxPrep, and FormMaster; and,
- Familiarity with several of the key responsibilities as outlined in the attached Appendix.

***Salary and benefits commensurate with experience.***

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Please send a cover letter explaining why this position interests you along with your resume to:

Alida Holt, Controller

[info@viewpointgroup.ca](mailto:info@viewpointgroup.ca)

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# APPENDIX

## **Key Responsibilities**

### **Your key responsibilities will include:**

- Ensure accuracy and completeness of all accounting entries and balances;
    - Prepare and enter all accounting entries into Sage Accounting;
    - Maintain general ledger account reconciliations and intercompany cost allocation schedules for all entities, including preparation of bank reconciliations; and,
    - Maintain intercompany cost allocation schedules and preparing related invoices.
  - Prepare all financial reporting, including the following:
    - Monthly working capital estimates and forecasts;
    - Monthly/quarterly cash flow forecasts;
    - Quarterly financial statement and working capital filings to regulators;
    - Quarterly budget to actual reporting;
    - Annual financial statements for all entities; and,
    - Annual budgets.
  - Assistance with review of financial reporting prepared by fund administration;
  - Assistance with coordination and support of the annual external audits for seven entities;
  - Assistance with the tax compliance process as follows:
    - Prepare GST returns as required;
    - Prepare all backup schedules to support the preparation of the annual Canadian and US personal, trust, partnership, and corporate tax returns and filings;
    - Prepare the annual Canadian personal tax returns and US filings and simple Canadians corporate tax and information returns and elections;
    - Follow up on queries from CRA and IRS as required; and,
    - Prepare the annual charitable information return.
  - Assistance with private investment related reporting, including reviewing entries and balances in the investment management system in comparison to the accounting system.
  - Review and approve banking transactions and monitor cash and treasury management;
  - Contribute to creating and maintaining an efficient, accurate reporting process; and,
  - Complete special projects, including updating and completing policy and procedure manuals.
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