

FINANCIAL ADMINISTRATOR

VIEWPOINT GROUP



Term: Full-Time (40 hours / week)

COMPANY OVERVIEW

Viewpoint Group is a team of trusted custodians who oversee the affairs of a Calgary-based 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 their social and philanthropic involvement. We strive for the highest level of professionalism in all 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 a Financial Administrator – someone who is curious, takes initiative, and has a desire to learn. Your role will involve bookkeeping, treasury, accounts payable, and assisting with portfolio maintenance and financial reporting for several entities. You will work closely with several members of the Viewpoint Team.

Our ideal candidate will have the following:

- Experience working in a professional environment that requires a high level of confidentiality and compliance to a code of conduct;
- Prior experience in an investment or family office environment, with an understanding of investment funds being considered an asset;
- Prior experience with treasury and accounts payable administration;
- Post-secondary education in accounting, finance, or a related field, with an excellent understanding of basic accounting principles and bookkeeping;
- The ability to prioritize tasks, learn quickly, and work both independently and as part of a team;
- Proficiency with Microsoft Office (Word, Excel, and Outlook) and Adobe;
- Proficiency with Sage Accounting is an asset; and,
- Familiarity with several of the key responsibilities as outlined in the attached Appendix.

Salary and benefits commensurate with experience.

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

Alida Holt, Controller

info@viewpointgroup.ca



APPENDIX

Key Responsibilities

Your key responsibilities will include:

- Administer accounts payable and treasury management for several entities:
 - Coordinate weekly banking transactions related to deposits, transfers, vendor payments and investor subscriptions and redemptions;
 - Maintain supporting documentation for all such transactions;
 - Coordinate banking transactions and assist with completion of agreements and documentation for new investments and cash calls for existing investments;
 - Prepare weekly listing of bank transactions and communicate to fund administration;
 - Reconcile credit card statements to receipts;
 - Prepare expense reports for employees;
 - Monitor cash balances and assist with cash forecasting; and,
 - Assist with other treasury items, such as communication with the bank and administration around banking agreements.
- Assist with bookkeeping and ensuring accuracy and completeness of accounting records and expenditure tracking:
 - Prepare and enter accounting entries into Sage Accounting for all entities;
 - Maintain expenditure tracking spreadsheets for individuals and properties;
 - Maintain donation tracking reporting for a foundation; and,
 - Maintain intercompany and interfund cost allocation/reimbursement schedules and prepare related invoices.
- Assist with portfolio maintenance and investment reporting:
 - Reconcile financial reporting prepared by fund administration to internal records;
 - Reconcile custodian cash and positions to internal portfolio management system daily;
 - Enter completed transactions into order management system, internal investment management system, and other internal reporting spreadsheets;
 - Calculate daily leverage in one fund for internal reporting purposes;
 - Enter fund prices into internal databases; and,
 - Provide transactional reporting as required.
- Maintain corporate minute books through coordination with legal counsel and update related financial schedules;
- Assist with providing support for the annual external audits for seven entities;
- Contribute to creating and maintaining an efficient, accurate reporting process; and,
- Complete special projects, including updating and completing policy and procedure manuals.