

*Please email your resume and cover letter to [hr@ibvcapital.com](mailto:hr@ibvcapital.com)*

#### **Company Description:**

IBV Capital is an investment management firm that practices an exceptionally disciplined value investment philosophy for conservative and discerning clientele. We have a history of delivering attractive long-term rates of return, which has been accomplished by performing exhaustive analyses to identify mispriced securities and concentrating our investments in the select opportunities that provide the greatest potential to safely grow our capital. We apply our disciplined value investment strategy to publicly traded equity and fixed income securities on a global basis, and our flexible mandate is designed to accommodate evolving investment conditions.

IBV Capital evolved from an established Family Office to become the investment management firm that we are today. The firm was formed to provide other families, individuals, and institutions with the opportunity to participate in the same disciplined value investment philosophy as the original Family Office. Our beginnings as a Family Office provided us with a unique perspective that has fundamentally shaped our culture and our investment strategy. These insights, along with a permanent capital base, further differentiate IBV Capital in how we operate and how we invest.

#### **Job description:**

Reporting to the Vice President of Finance and Operations, the Junior Financial Analyst will be a multi-faceted individual responsible for the day-to-day administrative, financial and operational functions of the organization.

#### **Desired Skills and Experience:**

- Undergraduate degree in business administration, finance, accounting or a related field
- Minimum of 2-4 years of relevant experience, with a focus on the investment management industry
- Accounting experience is a strong asset
- Demonstrated knowledge of Microsoft Office (Word, PowerPoint, Excel) and the aptitude for learning new software
- Organizational skills, administrative skills, time management skills and the ability to effectively prioritize and meet deadlines
- Ability to work as an effective team-member with strong verbal and written communication skills and interpersonal skills
- Demonstrated ability to work under pressure in a fast-paced environment
- Must be flexible to work overtime and/or adjust hours during peak periods or as required by the demands of the position

**Key Responsibilities:**

- Prepare monthly cash and holdings reconciliations between portfolio management system, prime broker and fund administrator
- Prepare monthly fund NAV review package
- Complete data entry of securities and holdings into portfolio management system
- Prepare monthly client investment statements and management billings
- Assist in the preparation of monthly marketing materials
- Supports business development by maintaining Salesforce reports and dashboards
- Assist in the preparation of quarterly reporting packages for the firm's advisory board and shareholders
- Assist in bookkeeping and invoice processing
- Support annual fund and investment company financial statement audits
- Prepare documentation for subscriptions and redemptions
- Identify and implement business process improvement opportunities
- Perform other ad hoc assignments, as required

**System Knowledge:**

The following systems experience is an asset:

- QuickBooks
- Morningstar Office
- Salesforce
- Bloomberg

*Opportunity for a full-time position at end of the contract*

*IBV Capital offers competitive wages and an opportunity to exceed for the right individual.*

*We thank all those who apply, however only candidates selected for interviews will be contacted.*