

Company Description:

IBV Capital 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 both private and publicly traded securities on a global basis. Our flexible mandate is designed to accommodate evolving investment conditions.

IBV Capital evolved from an established Family Office, and was formed to provide other families, individuals, and institutions with the opportunity to participate in the same disciplined value investment philosophy that proved so successful for the Family Office. Our beginnings as a Family Office provide 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:

Managing a Financial Analyst and reporting to the Chief Executive Officer, the Manager will be an entrepreneurial and multi-faceted individual. The Manager will support the organization in meeting all its financial reporting deliverables, operational initiatives, and regulatory requirements. The Manager will also be encouraged to develop initiatives to foster sustainable growth for our rapidly growing investment management firm. There may be an opportunity for a full-time position at the end of the contract based on the candidate's contribution to the business's growth.

Desired Skills and Experience:

- A recognized professional accounting designation (CPA, CA)
- A minimum of 4 years of progressive work experience in an accounting or auditing function, with a focus on the investment management industry
- Strong knowledge of Microsoft applications and the aptitude for learning new software
- Excellent communication skills (both oral and written)
- Team player who is self-motivated and results oriented – must be willing to take initiative in a highly entrepreneurial environment

Key Responsibilities:

- Prepare investment company, and affiliates, financial statements for year-end audit, including coordinating with auditors
- Review semi-annual fund financial statements, which will be distributed to fund investors
- Prepare quarterly investment company, and affiliates, financial statements and calculation of excess working capital for regulator

- Prepare and maintain quarterly investment company operating budget and present to CEO
- Review monthly cash and holdings reconciliations prepared by Financial Analyst
- Prepare monthly client investment statements and management billings
- Assist in the preparation of marketing materials
- Prepare documentation for subscriptions and redemptions
- Oversee bookkeeping and invoice processing prepared by Financial Analyst
- Coordinate with Financial Analyst to 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

IBV Capital offers competitive compensation packages and an opportunity to excel for the right individual. We thank all those who apply, however only candidates selected for interviews will be contacted.