



## ACCOUNTANT, FUNDS (Montreal)

Reporting to the Director, Fund Accounting, you will be responsible for the following tasks for several of our company's funds:

### KEY RESPONSIBILITIES

- Perform bookkeeping and accounting entries for numerous entities;
- Prepare bank reconciliations and monitor bank account balances;
- Process accounts payable and receivable;
- Record calls for funds and distributions of various funds;
- Follow up cash balances with trustees;
- Make bank transfers and produce cheques;
- Prepare various analyses for general ledger accounts;
- Prepare government remittance forms and payments;
- Prepare month-ends and year-ends;
- Prepare files for annual audit;
- Produce financial statements;
- Produce accounting entries (payables, receivables, accruals, cash, investments, prepaid expenses, deferred income, shareholders' equity);
- Ensure proper filing of supporting documents for all accounting transactions;
- Validate the proper allocation of expenses to current projects.

### PROFESSIONAL REQUIREMENTS

- You have a technical degree in accounting and management (D.E.C.) or a bachelor's degree in accounting;
- You have a minimum of (4) years' experience in bookkeeping/full accounting cycle;
- Experience in fund accounting is an asset.

### KNOWLEDGE & SKILLS

- You are recognized for your professionalism, organizational and analytical skills, autonomy and attention to detail;
- You enjoy working in a team and are at ease in a growing entity;
- You are able to work on several files at the same time, respecting deadlines;
- You are familiar with the Office suite, in particular Word, Excel and Outlook;
- You are familiar with Sage 300c (Accpac) or other accounting software;
- You are fluent in French and English, both written and spoken.

Founded in 2009, Axiom Infrastructure is an independent employee-owned fund manager dedicated to investing in the infrastructure sector. With over 100 employees, the firm benefits from the extensive infrastructure backgrounds of its team of professionals who have gained, over their career, significant experience acquiring, developing, financing, operating, and managing infrastructure assets. Axiom's investment strategy focuses on core infrastructure assets with an active approach to operations and asset management and integration of strong environmental, social and governance ('ESG') principles. Over the years, the firm has built a diversified portfolio of over 260 assets and today has over C\$10 billion of assets under management.

Axiom Infrastructure offers a dynamic, respectful, and collaborative work environment in its offices located in the core of the financial districts of Montreal, Toronto, Vancouver, New York and London. The firm also strongly believes in upholding ESG principles and is focused on providing employees a sustainability-oriented workplace. A full benefit package is offered to permanent employees: insurance, pension plan, flexible hours, remote work (2 days a week), reimbursement of monthly public transportation passes, physical activity program and much more!

To submit your application, you may visit our Career page on our website: [Careers – Axiom Infrastructure](#) or send an email to [talent@axiuminfra.com](mailto:talent@axiuminfra.com).

Axiom Infrastructure is proud to offer equal employment opportunities to all. We are committed to continuous improvement and a diverse and inclusive workplace for all. Applicants will be considered without regard to race, color, religion, gender, sexual orientation, gender perception or identity, national origin, age, marital status or disability.