



## DIRECTOR, FUND ACCOUNTING (Montreal)

Under the responsibility of the Chief Financial Officer, the Director, Fund Accounting will be responsible for all the following tasks:

### KEY RESPONSIBILITIES

- Participate in the preparation of quarterly and annual financial statements.
- Authorize accounting entries (payable, receivable, accrued, cash, investments, prepaid expenses, deferred revenues, equity).
- Supervise the work performed by the accountants in charge of their entities.
- Review entries related to month and year ends.
- Analyze complex transactions accounting.
- Review bank reconciliations and follow up on bank account balances. Ensure the Fund has sufficient cash on hand to cover the partnership expenses.
- Follow up on cash with the trustees.
- Review government remittance forms and payments.
- Prepare and review working documents for the preparation of tax returns and other tax forms.
- Overview the annual audit of the entities under their responsibility, ensure all documents are provided timely.
- Contribute to the development of annual budgets and monitor them quarterly.
- Prepare distributions, contributions and other transactions related to the operations of the funds.
- Meticulously reviews and manages assigned projects and ensures that they comply with contracts and requirements.
- Work closely with the investors relations team and provide support as required.
- Answer investors requests related to financial information.
- Prepare quarterly financial documents presented to investors.



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Under the responsibility of the Chief Financial Officer, the Director, Fund Accounting will be responsible for all the following tasks:

### JOB REQUIREMENTS

- Bachelor's degree in accounting, finance or administration.
- CPA designation.
- Minimum of ten (10) years of experience in bookkeeping/full accounting cycle.
- Experience in investment accounting is an asset.

### KNOWLEDGE AND SKILLS

- Recognized for your professionalism, organizational skills, analytical skills, autonomy and meticulousness.
- Enjoy working in a team and are comfortable in a growing entity.
- Skilled at working with multiple files at the same time, meeting deadlines.
- Familiar with Sage 300c (Accpac) or any other accounting software.
- Have good computer skills and master the MS Office suite.
- Oral and written bilingualism (French and English) in order to be able to deal daily with our colleagues in offices outside Quebec as well as with our external partners spread across Canada, the United-States and internationally.

Founded in 2009, Axiom Infrastructure is an independent employee-owned fund manager dedicated to investing in the infrastructure sector. With over 110 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 270 assets and today has over C\$11.9 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 fund, 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.