



## **JOB DESCRIPTION**

### **Investment Accountant**

DRI Capital Inc. (DRI) is looking for a highly-motivated and results-driven individual to join our Finance team as an **Investment Accountant** to support the growth of our Funds. Reporting to the Vice President, Fund Operations, the successful candidate will be involved in providing full cycle fund accounting and financial reporting for several Funds including supporting the needs of various internal and external stakeholders.

### **Specific Accountabilities include:**

#### **Accounting**

- Prepare and enter journal entries and maintain the general ledger for the Funds.
- Perform quarterly reconciliations of all Fund balances.
- Research, recommend and apply changes in the Funds' accounting policies.
- Liaise with the external auditors.
- Liaise with offshore 3<sup>rd</sup> party Fund administrators (Cayman Islands, Barbados and Luxembourg) to consolidate accounting information.

#### **Cash Management**

- Perform daily bank reconciliations and reporting for all Funds.
- Process and monitor the timely and accurate receipt of royalty collections and derivative settlements.
- Perform cash flow analysis, administer bank wiring instructions and be main point of contact for banking relations.

#### **Financial Reporting**

- Prepare quarterly and annual financial statements, including note disclosure, for the Funds in multijurisdictional GAAP.
- Prepare quarterly capital account statements for investors.
- Assist with the preparation of the Funds' tax returns, VAT and compliance reporting (FATCA, CRS, AIFMD, KYC etc..).
- Assist in the preparation and presentation of ad hoc and routine quarterly reporting for internal and external parties.

#### **Fund Operations:**

- Prepare Fund capital call and distribution notices.
- Assist with Fund Accounting related Investor Relations requests.
- Assist in the preparation of Board package materials.
- Review Fund invoices, expense allocations and ensure proper cut-off at period ends.
- Prepare financial analysis of quarterly and annual performance.
- Ensure the Funds' ongoing compliance with Partnership/Shareholder agreements, regulatory requirements and other legal agreements and internal policies.

- Assist fellow Finance/Accounting team members with daily duties and projects, as necessary.
- Participate in special projects as required.

The successful candidate will possess the following qualifications:

- An undergraduate degree in Finance or Accounting.
- Professional Accounting Designation (CPA, CA, CMA, CGA) preferred.
- A minimum of 2 years Fund Accounting and/or Private Equity experience.
- Knowledge of accounting principles and reporting under US GAAP.
- Advanced Microsoft Excel proficiency with a high level of aptitude for a wide range of computer applications.

The position is located in Toronto and offers a competitive compensation package, commensurate with experience.

To apply, please submit a resume and cover letter to [careers@dricapital.com](mailto:careers@dricapital.com) , citing the position title in the subject line. We thank all applicants for their response but only those considered for an interview will be contacted.