

PenderFund Capital Management Ltd (“PenderFund”) is an independent, employee-owned investment firm based in Vancouver, offering investment funds across Canada. We are one of the fastest growing investment firms in Canada, and our goal is to be the first choice for investors looking to protect and grow their capital.

We are seeking a detail-oriented individual who will work alongside and support the Finance and Accounting team in Vancouver, for a 14-month maternity leave contract. The successful candidate will be a well-organized person able to learn quickly and collaborate to achieve the team objectives.

Candidate must have:

- Knowledge of accounting principles, practices and applications
- General bookkeeping and financial statement preparation experience
- Advanced knowledge of MS Excel and SAGE Simply Accounting
- 2 – 3 years accounting/finance experience; fund accounting experience would be an asset
- Holding or working toward an accounting designation is preferred
- Professional written and verbal communication skills
- Excellent problem-solving skills and work ethic

Duties will include:

- Performing full cycle accounting for companies and funds managed by Pender
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures
- Provide strategic analysis as required to drive improved decision making
- Work with external fund administrator, auditors and the CFO
- Prepare financial information for annual, semi-annual and quarterly reporting
- Prepare weekly pricing information for public dissemination
- Tax preparation and support
- Other related duties as required or assigned

What’s in it for you?

- This is a full-time position with a competitive salary, bonus and benefits package.
- Ongoing training to develop market and product knowledge, and accounting skills.

Candidates can apply by emailing a resume and cover letter to careers@penderfund.com