

ABOUT KV CAPITAL INC

KV Capital Inc. is a privately held Edmonton based investment fund manager, restricted portfolio manager and exempt market dealer. The operations of KV's corporate group include completing private placements, discretionary portfolio management of pooled investment vehicles, and originating/underwriting private mortgages. The KV corporate group also launched a private equity fund in 2014 to complement its existing business lines.

The company was founded in 2006 by Chartered Accountants and Chartered Business Valuators, and has enjoyed success by leveraging the experience of its professional staff, focusing on long term outcomes and operating under strong corporate governance that includes independent oversight of the managed pooled investment vehicles. KV Capital has been recognized on the PROFIT 500 listing annually from 2015 through 2018.

CPA Training Office

KV Capital Inc. is a pre-approved CPA training office.

POSITION

Assistant Controller / Senior Accountant

SUMMARY

The successful candidate will assume responsibility for the accounting records and financial reporting of KV Capital Inc. under the direction of the Controller. A high level of attention to detail, and the desire to develop professionally in a dynamic work environment is expected. Your ability to multi-task effectively while working under pressure to meet deadlines will be critical in this role.

RESPONSIBILITIES

Reporting to the Controller, you will be expected to:

- Provide direct supervision, training and mentorship to junior accounting staff;
- Prepare and maintain appropriate working paper files and schedules for analysis, support and reporting;
- Process day to day data entry, general ledger account analysis and maintain full cycle accounting records;
- Complete detailed reviews and provide timely approval of financial reporting packages on a monthly and quarterly basis;

- Prepare the annual audit packages;
- Assist in the tracking and preparation of filings for regulatory agencies;
- Prepare and deliver timely, accurate and meaningful reporting for investors and borrowers as and when required;
- Facilitate collaboration between mortgage underwriting staff and junior accounting staff to maintain accurate mortgage loan portfolio data;
- Perform treasury and cash management functions, including cheque preparation/bank account reconciliations; and
- Provide assistance on a variety of special projects with the aim to improve the efficiency of operations and facilitate growth.

QUALIFICATIONS / DESIRED SKILLS AND EXPERTISE

Education:

- A university degree majoring in accounting; and
- Professional Accounting Designation (CPA, CA, CMA, CGA).

Experience:

- The successful candidate will have 1-3 years of increasing experience in Finance, Tax and Accounting functions, including the relevant experience in a public practice accounting firm;
- Strong analytical skills with the ability to develop financial analysis and reporting in an efficient and effective manner; and
- Strong financial accounting and reporting knowledge.

Competencies and Attributes:

- High level of technical expertise, with the ability to act independently;
- Ability to communicate well with others and foster a collaborative work environment;
- Actively promotes a culture of professionalism, integrity and confidentiality;
- Ability to initiate and implement changes and improvements where applicable;
- Desire to learn and flexibility grow within the organization; and
- A strong attention to detail and ability to multitask effectively.

COMPENSATION

An attractive compensation plan commensurate with experience awaits the successful candidate.

APPLICATIONS

To join our exciting organization email your resume with cover letter to kvcareers@kvcapital.ca
Please reference the position and company name in your cover letter and email. For more information about our company please visit KVCapital.ca.

The deadline to submit an application is April 24, 2019.

We thank all applicants, however only those being considered will be contacted.