



ACCOUNTING ADMINISTRATOR

THE ROLE

QV is seeking to hire an Accounting Administrator to support the firm's accounting and financial reporting activities. This individual will contribute to the accuracy and integrity of financial records, compliance with laws and regulations, and the financial health of the organization in a fast-paced environment. The successful candidate will be expected to embrace QV's team-based culture, supporting an environment of mutual respect and excellence.

WHO WE ARE

QV Investors is an employee-owned, discretionary investment management firm managing portfolios on behalf of institutional and private clients. QV is committed to investing, supporting, and empowering our people. Founded in 1996, QV stands for "Quality" and "Value", characteristics that resonate through the firm's culture and investment principles.

VISION, MISSION, AND VALUES

Our mission is to provide exceptional investment management by constructing portfolios that grow income and capital while minimizing the risk of loss. To achieve this, we continuously invest in our people and offer regular communication to all our stakeholders. Providing excellence in investment management and client service along with the best security selection, portfolio management, and communications for our clients is our key vision. We achieve both our vision and mission through the values that make up the core of our firm.

These values include:

- **Clients First:** Our clients' success defines our success.
- **Integrity:** We operate with candor, respect, and professionalism.
- **Excellence:** Through continuous improvement, we strive for excellence in everything we do.
- **Teamwork:** Working towards shared goals gives us strength to achieve more.
- **Accountability:** As owners, we hold ourselves to a higher standard.

Position at a Glance

Role: *Accounting Administrator*

Hours: *Part-Time (3 days/week)*

Location: *Hybrid*

Salary: *Market*

Start Date: *Negotiable*

To apply, send your resume and cover letter to:

careers@qvinvestors.com

Closing Date:

4:00PM MT, January 17, 2025



MAIN RESPONSIBILITIES

Accounting:

- Input and maintain financial data in the accounting system with accuracy and efficiency, in line with the firm's lines of business, and in accordance with budget
- Complete monthly bank and account reconciliations in preparation for monthly and quarterly financial statements
- Generate customer invoices and ensure accurate recording in the accounting system. Monitor the timely collection of accounts receivables
- Process invoices, corporate credit cards expenses, employee expense reports, payments and reconciliations
- Monitor and manage bank accounts to meet liquidity requirements
- Assist and prepare ad hoc financial reports/information based on needs of the business
- Prepare information for monthly GST/HST returns and annual income tax returns
- Assist with the preparation and completion of annual audit

Office Administration:

- Provide back-up support for various office administration tasks

CANDIDATE REQUIREMENTS

What we're looking for:

Professional

- 2+ years of professional experience
- Superior attention to detail
- Ability to analyze financial data and identify discrepancies
- Proficiency in accounting software and familiarity with financial systems. Experience with SAGE50 is considered an asset
- Exceptional written, verbal and visual communication skills
- Strong organization and time management skills, with proven ability to manage simultaneous tasks
- Ability to work both independently and cohesively with others

Educational

- Completion of a post-secondary program in accounting or finance; Bachelor's Degree would be considered an asset

Who you are:

- An individual dedicated to pursuing excellence, continuous improvement, and self-leadership
- A professional with an abiding curiosity for investing, people, and business



WHAT WE PROVIDE

- A hybrid work environment
- A competitive salary that reflects industry level
- A comprehensive health benefits program and access to confidential family assistance services
- Four personal “Quality” (Q) days, with pay, per annum to provide flexibility and support to the personal well-being of our team members
- A central office location with complimentary secure bike storage and on-site gym access with fitness classes offered

DIVERSITY

Varied perspectives and skillsets have the potential to enhance decision making, promote continuous improvement and enrich our collaborative culture. Diversity in many forms (including but not limited to diversity in experiences, backgrounds, cultures and ideas) is therefore considered alongside an unbiased assessment of merit and qualifications when seeking the best possible candidate for each employment opportunity.

Teamwork is a key tenet of our culture; we strive to ensure all QV'ers feel empowered to use their diverse perspectives and experiences in pursuit of our shared goals. We provide all individuals in all roles with opportunities to learn, grow, and benefit from an environment of mutual respect.

To apply, e-mail your cover letter and resume to careers@qvinvestors.com with the heading “Accounting Administrator”. Candidates without a cover letter may not be considered.

Alternatively, candidates may forward their application packages to:

**QV Investors Inc.
Attn: Hiring Committee
Suite 1008, 222 - 3rd Avenue, S.W.
Calgary, AB T2P 0B4**

We thank all applicants in advance and advise that only candidates selected for an interview will be contacted.