

Controller – Private Equity

SeaFort Capital is a private investment firm based in Halifax that makes direct control investments in profitable mid-sized Canadian companies. Founded in 2012 by a small group of private investors, SeaFort partners with strong management teams to strengthen and grow profitable businesses.

SeaFort Capital is seeking a Controller to work in its Halifax Office. The successful candidate will have the opportunity to work as part of a small, dynamic team that actively manages investments in businesses across Canada. The Controller will be responsible for managing the financial operations of the firm, including the Finance, Accounting, Tax, Information Technology and Investor Relations functions.

Responsibilities:

- . Oversee all finance functions including tax, treasury and financial reporting
- . Prepare monthly, quarterly and annual financial packages and annual budget
- . Work with the firm's auditors to coordinate the year-end audit
- . Reconciling and managing intercompany accounts, payables and receivables
- . Responsible for cash management including managing banking facilities
- . Complete capital calls, distribution notices, and other communication with investors
- . Manage and coordinate with external service providers including auditors, fund administrator and IT service providers
- . Responsible for human resources activity including payroll, benefits and tax filings
- . Provide general accounting support to all levels of the organization including the investment team and portfolio companies
- . Maintain strong internal controls and keep process documentation up to date
- . Respond to investor inquiries and due diligence requests
- . Other duties as required

Qualifications:

- . Minimum of 5 years relevant experience
- . Accounting designation
- . Private Equity or Venture Capital experience preferred
- . Strong understanding of accounting and finance
- . Detail oriented with strong organizational skills
- . Confident and able to work independently
- . Strong written and verbal communication skills
- . Proficiency with Microsoft Office
- . French language skills would be valuable but not required

SeaFort Capital is committed to diversity and equitable access to employment opportunities based on ability.

Interested applicants can forward resumes to Sue Urquhart at info@seafortcapital.com **Friday, February 26, 2021.**