

Accounting Clerk – Private Equity

SeaFort Capital is a private equity firm based in Halifax. SeaFort takes a partnership approach with management teams to invest in lower-mid market Canadian companies in the niche manufacturing, equipment service, value-added distribution, and business services sectors. SeaFort was founded in 2012 by a small group of private investors including members of the Sobey and McCain families.

SeaFort Capital is seeking an Accounting Clerk to work in its Halifax office. The Accounting Clerk will work closely with SeaFort's Controller to facilitate the full cycle of accounting responsibilities for the firm including the Finance, Accounting and Tax related functions. In addition to accounting related duties, this is a versatile role that will require the successful candidate to manage various office administrative tasks.

Responsibilities:

- Execute the overall day-to-day accounting functions including journal entries, invoice processing and reconciling payables & receivables
- Prepare monthly cash reconciliations and monitor all outstanding cheque payments
- Managing fixed asset, prepaid and all other applicable internal schedules
- Assist with all tax related filings including GST/HST/QST requirements
- Preparing monthly expense reports
- Communicating with auditors in conjunction with year-end audit
- Assist in preparing quarterly board reporting materials
- Prepare wire, EFT and cheque payments for approval
- Provide support to the fund accounting team
- Support the Controller with other duties as required
- Assist with the overall coordination and administration of the office

Qualifications:

- Full cycle accounting experience
- Experience using QuickBooks or other similar programs
- Proficiency with Microsoft Office
- Post-secondary diploma or equivalent
- Professional accounting designation considered an asset but not required
- Strong written and verbal communication skills

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 by **Friday, November 19th, 2021**.