



## **Position: Associate, Operations and Fund Accounting**

### **THE ROLE**

LionGuard Capital Management Inc. is looking for an addition to our team in the role of Associate, Operations and Fund Accounting. Our ideal candidate is perfectly bilingual, very detail oriented, thrives in a dynamic entrepreneurial environment and possesses relevant prior experience. LionGuard Capital is fast-expanding and this position provides for an excellent possibility of professional growth and development for the right individual. Highest ethical standards and strong interpersonal and organizational skills required. You will work directly with and report to a Senior Manager in charge of Operations.

### **MAIN RESPONSIBILITIES**

- Act as a liaison between all key service providers (accounting, fund administration, prime broker etc.) and senior management of the Company.
- Reconcile investment transactions within Company's funds and Net Asset Value (NAV) reports. Ensure accuracy of trade settlements.
- Accurately document and organize Company's files and records. Proactively suggest and implement solutions for ongoing processes improvements.
- Assist investment research and client servicing departments. Assist with core office management functions.

### **REQUIREMENTS**

- Perfectly bilingual (English & French), written and oral
- Exceptional organizational skills with an eye for details and with the ability to manage multiple tasks at the same time
- Relevant experience, preferably at fund management company, is mandatory
- Positive "can do" attitude, entrepreneurial spirit and tenacity
- Completion of a professional designation and/or advanced education credentials is a plus

### **TO APPLY**

Email Resume & Cover Letter to Jivka Angelova at [lionguard@lionguardcapital.com](mailto:lionguard@lionguardcapital.com)  
Please note that only qualified candidates will be contacted.

### **ABOUT LIONGUARD CAPITAL MANAGEMENT INC.**

LionGuard Capital Management Inc. is a fast-growing investment management company based in Montréal. The Company specializes in fundamental bottom-up research & analysis and provides traditional and alternative investment solutions. LionGuard's clientele includes some of Canada's largest institutional investors, family offices, fund of funds and select investment advisers.