

CAREER OPPORTUNITY **ASSOCIATE, FINANCE**

Who We Are

Foyston, Gordon & Payne Inc. (FGP) is an independent investment management firm founded in 1980. With approximately \$8 billion in assets under management and a team of over 45 professionals, we serve institutional and private clients across Canada.

Our portfolio management teams focus on delivering long-term value through disciplined investment strategies in Canadian fixed income, Canadian equities, and global equities. As a growing firm with an entrepreneurial culture, we seek motivated, high-caliber professionals who want to contribute meaningfully and grow with us.

Position Overview

Reporting to the Manager, Finance, this role provides broad accounting, tax, and fund accounting support within a collaborative investment management environment. As part of a Finance team, the successful candidate will be expected to take ownership of assigned responsibilities while also providing cross-functional support as needed.

This is an excellent opportunity for a CPA-designated accountant seeking exposure to the full financial operations of an investment firm, including corporate accounting, fund operations, and regulatory tax reporting.

Key Responsibilities

ACCOUNTING AND FINANCE

Management Fee Processing / Accounts Receivable

- Oversee fee estimates, analysis, billing, and collections
- Submit management fee payments through custodian platforms
- Follow up on outstanding receivables
- Record A/R entries into the accounting system
- Update client billing details in internal systems

Vendor Administration / Accounts Payable

- Review and process vendor invoices and employee expenses on a timely basis
- Enter all A/P transactions into the accounting system with proper coding and documentation
- Review invoices for fee increases, discrepancies, or contractual compliance
- Vendor oversight (maintain database and accounting system, onboarding / offboarding)

Corporate Financial Statements

- Assist in the annual preparation of audited corporate financial statements
- Provide schedules, reconciliations, and supporting documentation to external auditors
- Liaise with the audit firm to coordinate requests and ensure timely completion

Journal Entries

- Prepare and post general journal entries with appropriate support and account coding
- Ensure compliance with accounting policies and audit requirements

FUND AND CLIENT TAX

Global Documentation / Taxes

- Complete global tax documentation, including renewals and tax reclaims for FGP Pooled Funds
- Research foreign tax authority requirements and coordinate with service providers
- Manage peak filing periods (primarily Q1, Q2, and Q4)
- Coordinate tax payments to foreign tax authorities for FGP Pooled Funds

Monthly & Annual Tax Reporting

- Prepare monthly FGP Pooled Fund unitholder reports (MFT vs. PFT tracking for CRA requirements)
- Arrange monthly and annual T3 estimate reports for clients and other ad hoc client tax reporting
- Lead annual reconciliation of CIBC Mellon tax slips (T3, T5008, T4, RRSP, TFSA, FATCA)
- Coordinate tax reporting timelines with internal stakeholders
- Oversee printing and distribution of client tax packages (with assistance from Administration)
- Review FGP Pooled Fund tax returns (prepared externally)
- Assist external parties with annual FATCA / CRS filings

FUND ACCOUNTING

- Prepare monthly reconciliations comparing FGP fund NAV between internal systems and fund accountant
 - Assist with semi-annual and annual audited FGP Pooled Fund financial statements
 - Analyze and arrange payment of FGP Pooled Fund expenses
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Experience & Qualifications

The ideal candidate will have:

- CPA designation (required)
 - University degree in Accounting, Finance, or related field
 - Minimum 3 years of practical accounting experience
 - Strong proficiency in Microsoft Excel, Word, and PowerPoint
 - Experience with Excel automation tools (e.g., VBA, Power Query) considered an asset
 - Exceptional attention to detail and accuracy
 - Strong analytical and problem-solving skills
 - Ability to manage multiple priorities and meet deadlines
 - Comfort working independently within a small, team-oriented environment
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Why Join FGP

FGP offers the opportunity to work within a collaborative and entrepreneurial investment management environment. The successful candidate will gain meaningful exposure to both corporate and fund accounting while working closely with experienced professionals across Finance and Operations.

FGP is committed to developing the next generation of leaders within the organization. This is an excellent opportunity for an ambitious accountant who is eager to learn, contribute, and grow within a high-performance environment.

This position is based in downtown Toronto and offers a hybrid work arrangement, with the option to work remotely two days per week.

Compensation

The expected base salary range for this **full-time position** is \$70,000.00 – \$80,000.00 per year, commensurate with experience, qualifications, and skill set.

FGP also offers a competitive total compensation package, which includes performance-based bonuses and a comprehensive benefits program.

Equal Opportunity Employer

FGP is an equal opportunity employer. We value diversity and are committed to creating an inclusive workplace.

Accessibility & Accommodation

FGP is committed to providing accommodations for applicants with disabilities throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the process, please notify us and we will work with you to meet your needs.

Artificial Intelligence (AI) Disclosure

FGP may use artificial intelligence (AI) tools to assist in the screening and evaluation of applications during the recruitment process. Please note that your application and any related materials you provide may be processed, stored, or reviewed by systems used in our recruitment process that may interact with AI tools, including AI-enabled functions utilized by the job boards through which you apply. All hiring decisions are ultimately made by members of our management team.

Applications

Interested candidates are invited to submit their resume to **reception@foyston.com**. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. This posting reflects a current vacancy within our organization.