

**Role Title****ANALYST, Investment Accounting****Role Summary**

Dawson Partners (“Dawson”), based in Toronto, is a fast-growing private equity firm focused on accelerating liquidity on private equity portfolios through structured solutions. Dawson seeks to provide customized and flexible liquidity solutions for private equity investors through the use of structured solutions with existing investors or outright purchases of portfolios which are subsequently structured into different securities.

Dawson currently has over US\$13.5B under management. Dawson is seeking diverse, energetic, and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Analyst plays an essential role in the day-to-day operations of the Investment Accounting team and supporting the firm in achieving its business goals.

Reporting to the Manager, Investment Accounting, the Analyst is a detail-oriented accounting professional with fund administration experience focused on the private equity and/or alternative asset classes.

**Role-Specific Accountabilities**

- Daily monitoring and maintenance of high-volume group email mailbox ensuring emails are accurately actioned
- Daily processing of underlying investment correspondence
- Liaise with fund administrator to complete activities
- Maintain in-house Investor Portal (setting up new investors, contact details, etc).
- Onboarding of new funds, special purpose vehicles and investment transactions into the accounting system ensuring adherence to all defined controls
- Maintain books and records for non-routine ad hoc fund events such as purchases, sales, closings, recapitalizations, syndications, etc.
- Prepare complex calculation schedules such as fund rebalancing’s and syndications.
- Preparation of ad hoc analysis and reporting as required
- Assist with implementation of new projects

**Education, Experience & Capabilities**

- University degree in accounting, finance, economics; and professional accounting or finance designation (CPA, CFA) considered an asset
- 2+ years of relevant experience in investment accounting or fund accounting, preferably in the Private Equity industry
- A highly adaptable individual guided by an entrepreneurial mindset and the ability to embrace a changing environment
- Proven ability to perform well in high-volume routine tasks with strong attention to detail
- Ability and willingness to take ownership and responsibility of projects
- Excellent verbal and written communication skills
- Proven ability to work in a challenging, professional and deadline driven work environment
- High degree of professionalism and integrity
- Proficiency in Microsoft Office and Fund Accounting software

**Our Commitment to Inclusion and Diversity**

At Dawson Partners, we are committed to being a truly diverse firm and fostering an inclusive and supportive culture. Employing a talented, diverse, and inclusive workforce is more than just an obligation; it is a critical component of our growth aspirations and a competitive advantage of our Firm.

In addition, we are committed to fostering an inclusive and accessible recruitment experience where all candidates are valued, respected, and supported.

If you require an accommodation for any part of the recruitment process (including alternate formats of materials, accessible meeting rooms, etc.), please let us know, and we will be pleased to work with you to meet your needs.

**To apply:**

Send a copy of your resume to [careers@dawsonpartners.com](mailto:careers@dawsonpartners.com) and reference the role title **Analyst, Investment Accounting** in the subject line.

*We thank you for applying, however, only those selected to continue will be contacted.*