



Fund Administration Since 1997

SGGG
FUND SERVICES INC.

Senior Tax Associate – Job Description

SGGG Fund Services Inc. (SGGG-FSI) is currently seeking to fill a full-time permanent position for the role of Senior Tax Associate. We deal with hedge fund taxation – specifically limited partnerships and trusts. The successful candidate joining our experienced team will be energetic, enthusiastic, and reliable. They will have the opportunity to learn and grow with our organization.

Under the direction of the Manager, the Senior Tax Associate is primarily responsible for preparing and reviewing tax calculations and returns, assisting with tax onboarding of new clients and participating in continuous development of tax modules in Diamond. As a member of SGGG-FSI's Tax team, you will continually develop a working knowledge of tax matters for different fund structures.

Core Responsibilities

- Develop a professional and productive relationship with existing and potential clients, auditors and SGGG-FSI staff
- Keep management informed of any issues that could have an impact on current processes
- Work to continually improve the processes associated with your assigned functions
- Participate in the Tax Onboarding process (T3, T5013 and GST/HST returns) for new funds as well as conversions
- Assist clients on registrations for T3, T5013 and GST/HST forms
- When required liaise with the Fund Valuation team to obtain the necessary information for existing clients in case of organic growth of funds
- Ensure the database of new funds is accurately maintained
- Assist the Fund Valuation Teams with review of mock and year-end distribution calculations
- Assist with review of T3, T5013 Returns and T1134 forms
- Liaise with the Team preparing tax slips to ensure consistent timeline
- Assist with review of GST/HST calculations and returns
- Ensure all procedures are, without exception, followed accurately and consistently, and proper back- ups are included
- Assist in continuous development of T3, T5013 and GST/HST module
- Keep informed of any new legal, regulatory, or industry changes that may impact day-to-day work

Qualifications

- 2+ years of Fund Administration
- 1+ years of Financial Reporting and/or Accounting



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- Post-secondary education in finance/accounting field
- Must have experience preparing and reviewing: T3, T5013 and GST/HST forms (REQUIRED)
- CSC or IFIC Mutual Funds Operations course (an asset, but not required)
- Professional designation (an asset, but not required)
- Intermediate to advanced Microsoft Office skills – particularly Excel
- Clear and fluent communication skills (written, verbal) are essential to this role
- Work with minimal supervision to prioritize and manage work
- Effective member of a team
- Thrives in a fast pace working environment with competing deadlines
- Superior communication and interpersonal skills
- Excellent Client service skills
- Strong attention to detail

About SGGG Fund Services Inc.

[SGGG Fund Services](#) is Canada's largest independent administrator of alternative funds with \$80 billion (CAD) under administration. Using Diamond, our proprietary fund administration software, SGGG-FSI's 370 employees provide full-service fund administration to clients from our headquarters in Toronto and affiliate offices in Cayman, the United States, and India. Our vision is to be the first choice for fund administration.

We have repeatedly earned Top Hedge Fund Administrator at the [Canadian Hedge Fund Awards](#), and have been named to several national [Great Place to Work](#) lists, including:

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|--|--------------------------|
| • 14 th Overall in Canada | • Best for Inclusion |
| • Best in Ontario | • Best for Today's Youth |
| • Best in Financial Services & Insurance | • Best for Women |
| | • Best Managed by Women |

Our total compensation package includes a competitive base salary, an annual bonus, health and dental benefits for employees and their families, life + AD&D + travel insurance, and a group retirement plan. We encourage and support professional growth, career development, and learning opportunities for our staff.

Our office is in the heart of downtown Toronto. We have adopted a hybrid work model that offers great flexibility between working remotely or in the office.



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How to Apply

Please submit a resume to resumes@sgggfsi.com with the subject line "Senior Tax Associate."

- Number of positions: 1
- Submit your application ASAP
- Anticipated start date: ASAP

SGGG-FSI supports a workplace that respects diversity and inclusion. We appreciate the unique perspectives and experiences each of our employees bring to the job, and our success is underpinned by their contributions to our culture and our values.

SGGG-FSI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.