



Fund Administration Since 1997

**SGGG**  
FUND SERVICES INC.

## Senior Associate, Private Equity – Job Description

SGGG Fund Services Inc. is hiring a Senior Associate, Private Equity for its Fund Valuation department. The role involves providing fund accounting and administration to private equity, private debt, and real estate fund managers by producing Net Asset Value (NAV) calculations, providing audit support, preparing tax returns, and communicating directly with clients, auditors, and other stakeholders.

The successful candidate will have years of experience in fund accounting, strong communication skills, advanced knowledge of Microsoft Excel, and shares the values of teamwork and customer service.

### Core Responsibilities

- Prepare NAV calculations for challenging and complex funds
- Review NAV calculations prepared by other team members
- Resolve client inquiries and maintain positive client relationships
- Prepare or review tax returns, audit packages, and other deliverables as required
- Analyze fund legal documents to ensure fund accounting processes comply
- Create and/or maintain process-related documentation
- Assist and train team members
- Lead team initiatives/ projects as required
- Assist management/leadership with planning, coordinating, and completing year-end and other deliverables
- Any other reasonable duties as required by management/leadership

### Qualifications

- 7+ years of fund accounting experience
- CPA or CFA designation preferred but not required
- Advanced Excel skills
- Clear and fluent communication skills (written, verbal)



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## 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:

- 14<sup>th</sup> Overall in Canada
- Best in Ontario
- Best in Financial Services & Insurance
- Best for Inclusion
- Best for Today's Youth
- 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.*

## How to Apply

Please submit a resume to [resumes@sgggfsi.com](mailto:resumes@sgggfsi.com) with the subject line "Senior Associate, Private Equity."

- Number of positions: 1
- Submit your application ASAP
- Anticipated start date: ASAP
- Hire contingent on successful completion of a background check

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.