



Based in Montreal, Patrimonica is a "multi-family office" catering to high-net-worth individuals and families, who are looking for a trusted team to supervise their financial situation. Patrimonica offers accounting and tax advisory services, as well as portfolio management services through its subsidiary, Patrimonica Asset Management.

The firm relies on four core values to deliver its mission:

- Human focus
- Independence
- Excellence
- Innovation

### **Advisor**

Generally speaking, the candidate will be responsible of the accounting and financial management of certain individuals, their holding companies, their trusts and foundations. He will participate in the preparation of the financial statements, the tax returns and of the financial and tax planning. In addition, he will contribute to the sound management of the families' finances by acting pro-actively in dealing with various financial issues.

### **Your role at Patrimonica Conseil:**

- Take responsibility of some families accounting records and of the follow-up of the transactions;
- Accounting of various investments transactions;
- Preparation of the quarterly and annual financial statements;
- Payment schedules follow-up;
- Preparation of income tax return for individuals, corporations and trusts;
- Preparation of the annual declarations of foundations;
- Participation to the financial, tax and estate planning process;
- Coordination with the investment team.

### **Requirements:**

- Bachelor's degree in accounting or administration – accounting option;
- Accounting title or in the process of obtaining;
- Experience with investment accounting and personal taxation
- Minimum of 3 years relevant field experience;
- Experience in a chartered accounting firm would be an asset;
- Knowledge of Caseware, DTMax and TaxPrep, as asset;
- Bilingualism (French and English).

**What you bring to the team :**

- Strong management and work organization skills;
- Strong interest in taxation;
- Aptitude for teamwork;
- Ability to communicate effectively;
- Meticulousness and discretion are essentials.

**Workplace:** 1130 Sherbrooke Street West, Montréal – Hybrid formula of remote work vs in office

**What we offer :**

- ✓ Competitive salary
- ✓ Generous annual bonus program
- ✓ Group insurance, including dental, glasses and disability, paid at 70% by the employer
- ✓ Group RRSP with employer contribution
- ✓ Compressed summer schedule for July to September (1/2 day off per week or 1 day per 2 weeks)
- ✓ Holiday leave: 5 days of paid leave, including the two statutory days
- ✓ Day off on birthday
- ✓ Allowance of \$400/year for physical activity or other benefit chosen by the employee
- ✓ Remote work allowed (2-3 days a week), including all computer equipment at home

**Job status:** Permanent position, full time (37.5 hours per week), flexible hours.

**Availability:** As soon as possible

To apply, please contact Chantal Tessier, Administrative Director - [ctessier@patrimonica.com](mailto:ctessier@patrimonica.com)

**WHY WORK AT PATRIMONICA?**

- Competent and committed team
- Excellent working atmosphere
- Innovative thinking
- Full-service asset management firm
- Great potential to grow
- To work in an environment that fosters work/life balance.

*The text is written in the masculine gender to facilitate reading and comprehension.*