

# Accounting Technician – Fund Operations

Permanent, Full-Time Position – Hybrid

At **RGP Investments**, we manage investment funds with rigor, efficiency, and professionalism. Our Fund Operations and Accounting team plays a vital role in ensuring the smooth operation of our business. We are looking for a **detail-oriented, organized, and motivated individual** who is eager to learn and contribute to the day-to-day operations of our funds and corporate accounting.

We value collaboration, professional development, and operational excellence. This position is ideal for someone who wants to grow in their role and evolve alongside the company.

## Your mission:

As an Accounting Technician, you will contribute to the daily activities related to investment fund operations as well as the company's internal accounting. You will work in a dynamic environment where precision, autonomy, and curiosity are highly valued.

## What we're looking for:

- **1 to 3 years of experience** in accounting or fund operations
- **Education in accounting or finance**
- **Strong attention to detail**, with the ability to manage multiple tasks
- Keen interest in learning and professional development
- **Comfortable with technology**, accounting software, and office tools
- **Collaborative, self-directed, and well-organized**
- Excellent command of French



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# Your day-to-day role:

## Area 1 – Fund Operations

- Processing transactions and tracking fund values
- Reconciling securities and cash positions
- Invoicing management fees and commissions
- Performing daily controls to ensure the accuracy of fund valuations
- Handling regulatory data and reporting
- Recording invoices from sub-advisors
- Verifying comparative data in fund financial statements, MRFPs, and fund snapshots
- Assisting in the preparation of annual and semi-annual financial statements for the funds

## Area 2 – Corporate Accounting

- Participating in month-end journal entries
- Reconciling balance sheet and income accounts
- Assisting in the preparation of internal financial statements
- Supporting accounting processes related to business operations

## What sets this role apart:

- **Stimulating and supportive work environment**
- Access to diverse projects and learning opportunities
- **Flexible schedule** and remote work options
- Short- and medium-term opportunities for professional growth
- Contribute to the strong culture of a winning team

# Why join us?



## **A work environment where you can thrive!**

### **Office located in Lebourgneuf**

A friendly and accessible workspace, ideal for connecting and collaborating with your colleagues.

### **A growing team**

Join a company on the rise, where every team member plays a key role in our collective success.

## **An engaging and motivating environment**

You'll work in a dynamic setting where innovation and collaboration are at the heart of everything we do.

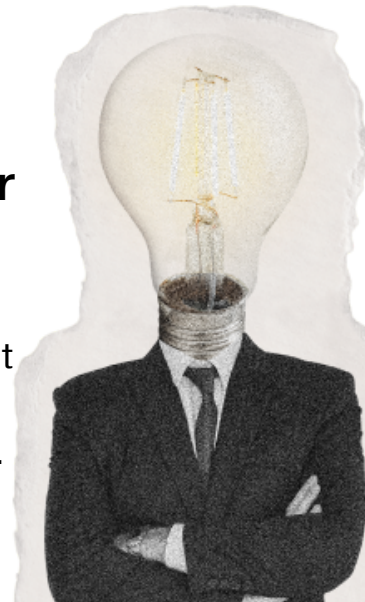
### **Flexibility and remote work**

You'll have the option to work remotely to help maintain a healthy work-life balance.

Training will be provided via videoconference and/or in person at the office.

### **Opportunities for growth**

Here, we value the development of our talent and will provide you with the tools to grow with us.



**Joining RGP Investments means first and foremost becoming part of a young, modern, and dynamic team.**

Send us your résumé today at

**[rh@rgpinv.com](mailto:rh@rgpinv.com)**