

Assistant Fund Controller

ARC Financial Corp. ("ARC") is committed to building high-performing businesses that address the world's energy and sustainability needs. With Cdn \$6.0 billion of capital raised across the ARC Energy Funds, ARC provides growth equity capital to companies operating across the energy spectrum.

The Role:

ARC is seeking an experienced accounting professional to join its Finance Team as Assistant Fund Controller. This is a senior, hands-on leadership role with responsibility for the financial reporting and accounting activities of the ARC Energy Funds and for the direct management of the Fund Accounting Team.

Reporting to the Vice President, Fund Operations, the Assistant Fund Controller will be a key member of the Finance Team and oversee core fund accounting, financial reporting, treasury, risk management, portfolio analytics, investor relations, tax and regulatory compliance. The successful candidate will combine strong technical accounting capabilities with demonstrated leadership, an ownership mindset and a passion for continuous improvement.

The role offers the opportunity to work within a dynamic and professional environment as part of a leading, energy-focused private equity investment firm. ARC is a growing business with a long-term focus, offering a challenging, fast-paced and multidimensional workplace. This role offers broad exposure across the Finance Team and the opportunity to take ownership of a diverse range of responsibilities while working closely with senior professionals across the firm.

Key areas of responsibility:

Financial Reporting and Accounting

- Responsible for all financial reporting functions, including timely and accurate reporting for the ARC Energy Funds
 - Quarterly / Annual financial statements and supporting schedules
 - Performance reporting and analysis
 - Supplemental investor information – partner's capital, NAV, calls and distributions
 - Review and approve accounting journal entries
- Maintain the integrity of the general ledger and ensure all transactions are in accordance with Limited Partnership Agreements and internal procedures
- Research and make recommendations on accounting and other compliance matters
- Lead the annual external audit process

Tax Compliance

- Responsible for partnership tax returns (Canadian, US and German) for the Funds and other tax compliance matters and liaise with external advisors, as required
- Assistance with portfolio company related tax filings and reporting, as required

Fund Operations and Team Leadership

- Lead and manage the Fund Accounting Team, coordinating priorities and deliverables, reviewing work, and supporting the continued growth and development of the team through coaching and regular feedback

- Oversight of treasury functions, including cash forecasting and investor capital calls and distributions
- Develop and maintain strong relationships with external service providers, including auditors, tax advisors, financial institutions and other key partners
- Respond to investor queries in a timely and professional manner
- Provide financial analysis and decision support to senior management
- Develop and deliver internal and external stakeholder presentations
- Work closely with the Vice President, Fund Operations on strategic initiatives, team planning and continued development of the fund operations processes
- Identify and lead improvements to finance and administration processes through automation, AI-assisted workflows and technology

Professional Experience & Qualifications:

Required Qualifications

- Recognized Canadian CPA designation with a minimum of five years of progressive post-designation experience, including meaningful responsibility for financial reporting
- Strong knowledge of Canadian GAAP with experience preparing financial statements
- Advanced proficiency in Microsoft Excel, PowerPoint and other business software, with the ability to efficiently manage data and support workflows through digital tools
- Demonstrated experience directly managing accounting professionals, including work allocation, performance feedback, coaching and development

Preferred Qualifications

- Experience with Allvue accounting software
- Experience with various AI platforms and AI-assisted tools
- Experience in private equity, investment management, or complex multi-entity environments

Competencies:

- Strong organizational skills and the ability to manage multiple priorities and deadlines in a fast-paced work environment
- Proactive self-starter with a strong desire to learn, grow and take on new challenges
- Highly analytical, detail-oriented and accountable
- Excellent interpersonal, verbal and written communication skills, with the ability to build effective relationships across all levels of the organization and with external parties
- Confidence and the ability to prepare and deliver professional presentations to senior management and external stakeholders
- Collaborative and goal-oriented, with the ability to work effectively as part of a team
- Demonstrates a high degree of professionalism and represents ARC and the Finance & Administration Team to the highest standard

To apply, please email your resume and cover letter to HR@arcfinancial.com with the position title in the subject line. Only those selected for an interview will be contacted. This posting will remain open until the position has been filled.

For further information on ARC Financial Corp., please visit our website at www.arcfinancial.com.