



**Position:** Investment Funds Finance & Operations Associate  
**Term:** Permanent, Full-Time in Toronto  
**Supervisor:** Chief Financial Officer & Chief Compliance Officer

## ABOUT EVOLVE ETFs

With nearly \$9 billion in assets under management, Evolve specializes in bringing innovative ETFs to Canadian investors. Evolve's suite of ETFs provide investors with access to: (i) index-based income strategies; (ii) long-term investment themes; and (iii) some of the world's leading investment managers. Established by a team of industry veterans with a demonstrated ability to succeed, Evolve creates investment products that make a difference. For more information, please visit [www.evolveetfs.com](http://www.evolveetfs.com). Join us on social media: [X](#) | [LinkedIn](#) | [Facebook](#) | [Youtube](#)

## POSITION SUMMARY

The Investment Funds Finance & Operations Associate will play a central role in a tight-knit team of highly skilled professionals and contribute to the success of a rapidly growing asset management platform. Reporting directly to the CFO, this individual will assist in ensuring the financial integrity, operational efficiency, and regulatory compliance of the firm's exchange traded fund and mutual funds. This position is well-suited for someone who is driven and eager to learn, thrives in a detail-oriented environment, and enjoys collaborating across teams. In addition to key responsibilities in reporting, oversight, and compliance, the role also supports longer-term initiatives aimed at improving processes, enhancing controls, and strengthening overall fund operations. You will work closely with business leadership, fund administrators, auditors, and tax advisors to support the completion of key deliverables while contributing to projects that help grow the platform.

## KEY RESPONSIBILITIES

- Support the preparation, review, and delivery of accurate financial statements and management reports of fund performance in alignment with accounting and regulatory standards.
- Contribute to the coordination of annual fund audits by organizing auditor requests, preparing audit materials, and helping ensure inquiries are addressed promptly.
- Participate in overseeing and reviewing fund accounting activities performed by fund administrators to help maintain accurate results, reconciliations, and financial records.
- Help facilitate the validation of NAV calculations, resolution of NAV errors, and investigation of discrepancies alongside fund administrators.
- Work with fund administrators and tax advisors on fund tax reporting obligations, including distribution tax characteristics, T3 filings, and ongoing SLFI matters.
- Support the execution of regular and special fund distributions, ensuring accurate calculations, reporting, and internal communication.
- Assist in monitoring fund operating expenses, accruals, and payments to help ensure proper allocation and adherence to the fund's prospectus.
- Contribute to tracking, analyzing, and reporting MER components to support cost oversight and identify optimization opportunities.
- Participate in breakeven and profitability analyses to inform product pricing, planning, and strategic decision-making.

## EDUCATION, EXPERIENCE, & SKILLS

- Bachelor's degree in Business, Finance, Accounting, or a related field.
- 2–5 years of experience; ideally in investment operations or fund administration with a focus in ETFs and mutual funds.
- Completion of, or enrolment in, a recognized financial services or capital markets program (e.g. CSC, CIM, CFA Program) would be considered an asset.
- Some understanding of investment fund structures, accounting principles, and regulatory frameworks.
- Must be eager to learn, expand their responsibilities, and continuously develop new skills.
- Exceptional attention to detail, analytical thinking, communication, and organizational skills.
- Ability to manage multiple priorities and meet tight deadlines in a fast-paced environment.
- Proficiency in Microsoft Excel.

## WHAT WE OFFER

- Competitive remuneration package.
- Small company dynamics with the opportunity to learn from and collaborate with a team of seasoned professionals.
- Hands-on experience across the full fund lifecycle—from daily operations to large scale projects.
- A supportive environment that encourages professional growth and advancement.
- Opportunities to participate in [charitable events](#).
- Lunch, snacks, and refreshments each day in the office.
- A fun and supportive work environment.

If you have a background in some of the areas discussed above, or if certain items under “Education, Experience, & Skills” apply to you, ***please email your resume to: [info@evolveetfs.com](mailto:info@evolveetfs.com) with Subject Line: Investment Funds Finance & Operations Associate***. Cover letters are not required. Evolve ETFs is an equal opportunity employer that is committed to diversity and inclusion in the workplace. Please note that only successful applicants will be contacted.