

## ASSOCIATE, VALUATIONS & TRANSACTION ADVISORY

Windsor, Ontario \_\_\_\_\_ January 2024

### Who We Are

Capital Assist (Valuation) Inc. (“CAV”) is a leading, independent business and transaction advisory practice in Windsor, Ontario established to assist clients in a broad range of services, including business valuation, transaction services and deal advisory (mergers, acquisitions and divestitures), litigation support, management consulting and CFO services.

We are the only boutique advisory firm in the region (you don’t need to move to Toronto to get involved in this specialty type of work!). We serve clients all across Canada in a range of size and industries including private companies, publicly traded companies, governments, institutions and their professional advisors.

We are building a thriving organization and aim at creating a lasting legacy in the communities that we serve. We have a diverse team that is energized and supports each other. Team members hold a variety of professional designations, including CPAs, CBVs, CFAs, MBAs, and other qualifications. As a speciality firm, we offer a professional environment, and a great place to learn and advance your career. Everyone at CAV is a part of the team and is actively involved in various aspects of the organization.

Capital Assist has experienced significant growth in recent years through organic expansion of the service lines, and the addition of new team members, culminating in a recent expansion of our office. The high quality of services provided to our clients, driven by our committed team, has allowed us to compete with and outperform the largest recognized accounting and advisory firms. As we continue our growth trajectory, we will continue to develop our team members into future leaders of the firm; come join us!


To learn more about our company, please visit our website, [www.capitalassist.ca](http://www.capitalassist.ca)





### The Opportunity

We are seeking one or more motivated and high-performing individuals to join our growing team in the role of Associate, Valuations & Transaction Advisory.





This position is ideal for individuals who are passionate about finance, accounting and transaction services and seek a career in valuation and transaction services and deal advisory. We offer an exciting change from traditional accounting positions and other rigid and limiting corporate environments.

The Associate will be reporting to the Senior staff and/or Manager and play an integral role within the team by supporting and managing various aspects of the engagement. The Associate will be responsible to support the advisory practice in the following focus areas:

-  Business valuations;
-  Mergers, acquisitions, divestitures and other transaction support;










-  Financial due diligence;
-  Valuation for financial statements reporting (e.g., intangible, purchase price allocation);
-  Strategic and financial consulting; and,
-  Financial modeling.








CAV offers its staff members the unique opportunity to experience other service lines of the firm to expand their knowledge, including, but not limited to:

-  Economic loss and damage quantification;
-  Forensic accounting and litigation support;
-  CFO services and management advisory; and,
-  Tax advisory.

## Role, Key Responsibilities, and Day-to-Day Tasks





Within the advisory team, the responsibilities of the Associate will include the following:

-  Preparation of engagement proposals, and assistance in the engagement planning and budgeting;
-  Preparation, oversight and tracking of information requests, and record-keeping of the documents received;
-  Assist with the preparation of confidential information memorandums (CIMs), quality pitches, marketing materials, management presentations and client presentations;
-  Coordinate financial due diligence and provide M&A transaction support to clients including qualitative and quantitative analysis;
-  Interpret and examine information memoranda, business plans, publicly available information on the target business;
-  Identification of key issues for clients, including risk or price factors impacting investment decisions;
-  Review sale and purchase agreements and financial model to reflect findings of the due diligence process;
-  Review the adequacy of financing structure, including review of agreements and consideration of limits, terms, and covenants;
-  Evaluate potential synergies and post-merger integration considerations;

-  Preparation of schedules and buildout of models for valuations and various strategic and financial analysis mandates;
-  Conduct valuation-related research, including but not limited to industry-specific information, macroeconomic data, precedent transactions and public company valuation multiples, buyer lists and target companies;
-  Assistance in the preparation of business valuation and expert reports;
-  Assist with the daily activities of an acquisition, divestiture, merger or financing assignment (i.e., the due diligence process for buy and sell side engagements);
-  Regular communication with the team on the engagement status regarding the overall file management, including but not limited to the progression of the deliverables, job hours and fee monitoring;
-  Communication with counsel, clients, and their advisors, throughout the course of an assignment (this includes attending and participating in client meetings); and,
-  Preparation of completion documents to “close-out” files in an efficient manner, and in accordance with professional practice standards.












## Candidates Credentials

Interested candidates shall possess the following qualifications:

-  Bachelor’s degree in accounting, finance, or related area of study;
-  Completed or working towards achieving a professional designation in accounting and/or finance is considered a major asset. The designations sought include:
  - Accounting designation (CPA), or progress towards the completion of the CFE and experience requirements. We offer an experience that lends to achieving the CPA designation, with a path that is unique to the traditional accounting positions;
  - Finance designation (CFA); and/or,
  - Actively pursuing the Chartered Business Valuator (CBV) designation, or commitment to enrol in the CBV Program of Studies (Institute of Chartered Business Valuators).
-  1+ years of relevant work experience, such as financial statement and ratio analysis. Previous experience with business valuations, transaction services and deal advisory would be an asset; and,
-  Strong track record of personal growth, client relations and service, and file management in a fast-paced environment.

## Ideal Skills and Attributes of the Candidate

Interested candidates should possess the following attributes:

-  Ability to set priorities, manage competing demands, oversee the work of students and other junior practitioners, and possesses excellent self-discipline and organizational skills. Candidates must also have the ability to maintain professional composure in high-stress situations to meet tight deadlines and resolve issues;
-  Ability to analyze, understand, and interpret financial statements and other accounting data;
-  Strong verbal and written communication and interpersonal skills, such as being comfortable communicating with clients to request information and respond effectively to questions, conscious of client relations and expectations;
-  Ability to write clear and concise reports, communications and other materials, and ability to effectively present information in schedules;
-  Ability to think creatively and provide practical solutions to complex problems. Candidates must possess strong analytical skills, research capabilities, as well as strong business acumen;
-  Detail-oriented, highly organized with exceptional documentation and record keeping abilities;
-  Ability to work well both autonomously and collaborate in a team environment (including both internal and external parties);
-  Positive attitude, strong work ethic, open to feedback and have a desire to be a team player in a collaborative and fun team environment;
-  Entrepreneurial mindset, be self-motivated, and committed to professional growth through continuous learning;
-  Demonstrates interest, enthusiasm and ambition to further grow as a leader in the firm, including the development and recommendation of best practices within the team, suggestions for marketing initiatives to promote the firm's expertise and services, and generate other ideas and solutions; and,
-  Proficiency in Word, Excel and PowerPoint.

## Why Choose Capital Assist

Capital Assist is a multi-disciplinary group of companies which leverages the unique skills and experience of its team to deliver comprehensive, sound advice to its clients. The organization comprises of CAV, focused on business valuation, litigation support and transaction advisory services, and Capital Assist Professional Corporation (“CAPC”), an accounting, assurance and taxation advisory practice to help meet all of the financial goals and objectives of its diverse client base.

At Capital Assist, you will have the opportunity to work with highly experienced partners and other senior staff members who value mentorship and consider training to be an integral part of their role. You will be exposed to diverse work opportunities and tailormade solutions to client issues; we often say that “no day is the same”.

We care about our employees’ professional growth and development, as demonstrated by our commitment to reimburse annual professional dues and costs to achieve professional designations such as the CBV. We encourage staff to undertake opportunities for professional development to enhance their experience, technical knowledge and professional skills.

Our collaborative team supports your success and welcomes your ideas and ambitions; in fact, your contribution will be appreciated from the very beginning. You can anticipate active engagement with clients and their professional advisors from the outset. Further, we offer excellent career advancement and progression opportunities.

At Capital Assist, the compensation package is designed to reward success. Details regarding compensation will be based on the successful candidate’s knowledge, skills, and experience.

We are looking to add a colleague who will be committed and will grow with the firm and be part of our legacy. If this is appealing to you, consider joining us!

## Location and Working Conditions

We believe that it is beneficial for employees to attend the office in person to boost human connections, collaboration and mentorship between team members as well as spur employee growth and professional development. We provide optimal workspaces to maximize comfort and productivity, including but not limited to standing desks.

Our office is located at 2558 Dougall Avenue, Windsor, Ontario N8X 1T6. On-site parking is available.

For candidates applying from outside of Essex County, Capital Assist supports flexible work arrangements on a case-by-case basis. The Associate, as other team members, may work additional hours throughout the year, beyond the standard hours, to assist the firm meeting its objectives and fulfilling client’s expectations, as required.

### How to Apply:

If you are interested in joining our advisory team and meet the requirements for the position, please forward your resume, cover letter, and transcripts through our website and complete the form at [www.capitalassist.ca/careers/](http://www.capitalassist.ca/careers/). Please note that multiple positions may be open, and we encourage to review the various openings for the best fit.

Submit your resume to the attention of Ms. Sabrina Nazzani, Partner.

Resumes will be held in the strictest of confidence. While all resumes will be reviewed, only those candidates selected for interviews will be contacted.