



Pension Payroll Specialist

Vestcor has a full-time position available for a Pension Payroll Specialist.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to ten different client groups representing approximately \$21.0 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

The Pension Payroll Specialist works as part of a team to ensure the accuracy of payments from pension plans to retirees. They will have a clear understanding of the pension payroll process while verifying and updating various deductions, benefit premiums and other payments. Responsibilities include processing, auditing, reconciliation and administration of the pension payroll and health and dental benefits, completing updates using our internal database system and the insurance provider's administration portal. The work is performed within a fast paced, high-volume environment with a focus on providing excellent service to plan members.

The ideal candidate requires a post-secondary diploma and five years of related work experience or a minimum of six years of business or accounting experience. Experience working with Microsoft Office Suite, specifically Excel, is required.

The candidate must be a team player, client focused, possess strong analytical and problem-solving skills and have excellent attention to detail. Written and spoken competence in English is required and French would be considered an asset.

In the covering letter candidates **must** demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by March 27, 2023 to:

Manager Human Resources
Vestcor Inc.
400 – 140 Carleton St.
Fredericton, NB E3B 3T4
Or via e-mail to: careers@vestcor.org