

POSITION DESCRIPTION

Title:	Financial Reporting Accountant
Department:	Financial Reporting
Immediate supervisor:	Director Finance Operations

CORE ACCOUNTABILITY

Reporting to the Director Finance Operations and working closely with the Chief Financial Officer, the Financial Reporting Accountant is responsible for quarterly and annual financial reporting for Vestcor Investment Division's Pension Fund clients, the Vestcor Investment Entities, and the annual financial reporting for Vestcor Administration clients. The Financial Reporting Accountant has primary responsibility for maintaining the general ledger module of the portfolio management system, prepares adjusting journal entries, and prepares supporting working paper documentation. The Financial Reporting Accountant is also responsible for preparing and filing Statistic Canada surveys, pension plan T3 Trust Returns, T5013 Partnership Returns, and T2 Corporate Income Tax Returns.

MAJOR RESPONSIBILITIES

1. Prepares annual financial statements and note disclosures for pension fund clients, administration clients, and pooled fund financial statements for the Vestcor Investment Entities. Works closely with the external auditors during their annual examination process.
2. Prepares quarterly interim financial statements for pension fund clients.
3. Prepares quarterly interim financial statements for the Vestcor Investment Entities for Board and Audit Committee reporting purposes.
4. Preparation of liquidity reports for use in client quarterly investment reports.
5. Prepares monthly client trial balance reports.
6. Facilitates the external audit including preparation of working papers and other supporting documentation.
7. Prepares and files quarterly pension fund surveys with Statistics Canada.
8. Prepares and files annual T3, T5013, and T2 tax returns with CRA.
9. Research and analysis of IFRS Accounting Standards including benchmarking of financial disclosure.
10. Preparation of claims related to securities class action litigation.
11. Other related tasks as assigned by the Director Finance Operations.

COMPETENCY PROFILE

1. Chartered Professional Accountant designation (CPA) and good fundamental knowledge of Canadian GAAP and International Financial Reporting Standards..
2. 5+ years experience in preparation of financial statements.
3. Canadian Securities Course would be considered an asset.
4. Team player, excellent interpersonal, presentation and communication skills.
5. Advanced Excel spreadsheet skills and strong user of computer applications.
6. Excellent problem-solving and analytical skills as well as good general management skills.