

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Investment Accountant</b>
<b>Department:</b>	<b>Fund Accounting</b>
<b>Immediate supervisor:</b>	<b>Manager Fund Accounting</b>

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### CORE ACCOUNTABILITY

Reporting to the Manager Fund Accounting, the Investment Accountant is part of a team that has the overall responsibility for the recording and safekeeping of investments managed by Vestcor. The Investment Accountant will be primarily responsible for data stewardship within the fund accounting area. As a function of this stewardship, the Investment Accountant is responsible for contributing to the accurate and timely processing of corporate actions and assisting in the accurate recording of transactions in our portfolio management system.

### MAJOR RESPONSIBILITIES

1. Perform data stewardship function for investment transactions.
2. Prepare and respond to queries regarding the daily asset mix report.
3. Perform daily processing of corporate actions.
4. Monitor and prepare reports on all collateral pledged.
5. Review daily, weekly and monthly reconciliations of cash and securities to ensure accurate recording in both the portfolio and order management systems.
6. Assist with the timely follow-up and clearing of reconciling differences, including communicating with broker / custodian counterparties.
7. Provide user support for the portfolio management system.
8. Perform analysis as necessary to reconcile reported transactions, holdings and investment performance with portfolio manager records.
9. Provide support for the entry of Private Market value updates and distribution/calls.

### COMPETENCY PROFILE

1. Chartered Professional Accountant designation (CPA) and good fundamental knowledge of Canadian GAAP and International Financial Reporting Standards. Ten years of relevant work experience would be considered in lieu of the CPA designation.
2. Canadian Securities Course is an asset.
3. Experience in the investment industry is desirable.
4. Experience and knowledge of SS&C's Pacer portfolio management system is an asset.
5. Team player, excellent interpersonal, presentation and communication skills.
6. Advanced Excel spreadsheet skills and strong user of computer applications.
7. Excellent problem-solving and analytical skills as well as good general management skills.