

# Accounting Coordinator

**Vestcor** has a full-time position available for an Accounting Coordinator.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada, providing global investment management services to 11 different client groups representing approximately \$24.4 billion in assets under management. We also provide administration services to 11 pension plans and five employee benefit plans.

Reporting to the Manager Fund Accounting, the Accounting Coordinator is responsible for daily investment transaction reporting, cash management and investment, and cash reconciliation procedures as well as serving as back-up for other Fund Accounting Team members.

Operating on a daily deadline, the Fund Accounting Team strives to meet the expectations of its internal and external customers. Accordingly, the nature of this position requires a flexible workday schedule as some responsibilities may extend into early evening. Assignment of specific responsibilities may fluctuate on a day-to-day basis as work demands require.

The ideal candidate should have a post-secondary diploma in a business administration or accounting program or a minimum of three (3) years of combined education/work experience in the accounting/finance field. Completion of the Canadian Securities Course (CSC) would be considered an asset.

The successful candidate will be a team player with excellent communication skills, advanced Excel spreadsheet skills, strong computer application skills, and strong analytical and problem-solving abilities. Written and spoken competence in English is required.

In the cover 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 **June 15, 2026**.



## HOW TO APPLY

Director Human Resources

Vestcor Inc.  
100 – 140 Carleton St.  
Fredericton, NB E3B 3T4

Or via e-mail to:  
[careers@vestcor.org](mailto:careers@vestcor.org)



VESTCOR

Unleash your potential in Atlantic Canada with Vestcor!

Learn more about us by visiting [vestcor.org](https://vestcor.org).

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Accounting Coordinator</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 Accounting Coordinator position on the Fund Accounting Team is responsible for daily investment transaction reporting, cash management and investment, and cash reconciliation procedures as well as serving as back-up for other fund accounting team members.

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### MAJOR RESPONSIBILITIES

- Accurately process equity investment transactions received from the Order Management System. Accuracy is subject to a rigorous confirmation process with executing brokers
- Accurately process transactions for external investment managers
- Communicate daily trade information electronically to securities custodian and prime brokers
- Resolve trade settlement issues with broker, custodian, and prime broker counterparties
- Request reports from the accounting system to determine daily settlement amounts to be wired to or received from securities custodian and prime brokers
- Confirm daily cash settlement amounts with securities custodian, prime brokers, and other external counterparties
- Create and maintain wire and ACH templates within RBC Express
- Prepare wire transfers for approval using RBC Express and release them post-approval
- Prepare daily bank reconciliations to ensure that investment transactions are accurately recorded in the investment accounting system and that only authorized transactions are processed
- Reconcile daily securities custodian cash positions and resolve any discrepancies in a timely fashion
- Monitor collateral/margin requirements and arrange for security delivery, as necessary
- Prepare daily cash projections for the money market portfolio manager
- Set up and maintain securities and amortization schedules within the investment accounting software
- Upload external daily pricing feeds for all types of investment securities
- Reconcile securities positions to periodic statements from custodians and outside investment managers
- Support or provide backup for other fund accounting team responsibilities, for example, corporate actions processing, preparing the daily asset mix report, and swap administration
- Provide backup for the cheque tracking and deposit process
- Provide ad hoc reports, as required
- Communicate and process in accounting system security deliveries between custody and prime brokers account for internal transfers and closing external borrows

**COMPETENCY PROFILE**

- Post-secondary diploma in a business administration or accounting program or a minimum of three (3) years of combined education/work experience in the accounting/finance field
- Currently pursuing or interested in pursuing the CPA designation
- Good problem-solving and analytical skills
- Canadian Securities Course is desirable
- Good understanding of Excel spreadsheet applications
- Team player with good interpersonal and communication skills