

POSITION DESCRIPTION

Title:	Accounting Specialist - Reconciliations
Department:	Fund Accounting
Immediate supervisor:	Manager Fund Accounting

CORE ACCOUNTABILITY

Reporting to the Manager Fund Accounting on the Fund Accounting Team, the Accounting Specialist – Reconciliations’ primary responsibility is to prepare all position reconciliations to contribute to the accurate reporting of investments managed by Vestcor.

Operating on regular daily and monthly deadlines, the Fund Accounting Team strives to meet the expectations of its internal and external customers. This role ensures that all accounts are reconciled and that reconciling items are cleared in a timely manner. This position will also support the team with the cash reconciliation processes.

MAJOR RESPONSIBILITIES

- Reconcile monthly securities positions from the accounting system to reports from custodians and prime brokers to confirm pricing and quantity accuracy and completeness of investment positions. Discrepancies are followed up and resolved
- Reconcile holdings between the portfolio management system and the order management system
- Work with the members of the Fund Accounting Team to continuously ensure that investment holdings at custodians and prime brokers are accurately reflected in our portfolio accounting system
- Work with the investment teams to validate trading lists against custodian holdings
- Assist with the reconciliation of tax recoverable balances in the accounting system to reports from our custodians to ensure accuracy and completeness of receivables
- Assist with the daily reconciliations of cash positions for domestic and international custody accounts and resolve any discrepancies in a timely fashion
- Monitor collateral/margin requirements and arrange for security deliveries, as necessary
- Support or provide backup for other fund accounting team responsibilities
- Provide ad hoc reports as required

COMPETENCY PROFILE

- Post-secondary diploma or degree in business administration
- Five years of work experience, with investment industry experience considered an asset
- Good problem-solving and analytical skills
- Experience performing various reconciliations
- Good understanding of Excel spreadsheet applications
- Team player with good interpersonal and communication skills