

Investment Accountant

Vestcor has a full-time position available for an Investment Accountant.

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.

The Investment Accountant is a member of the Fund Accounting Team, which has overall responsibility for the recording and safekeeping of investments managed by Vestcor. Reporting to the Manager Fund Accounting, the Investment Accountant will be primarily responsible for data stewardship within the fund accounting area. Contributing to the accurate and timely processing of corporate actions and swaps and assisting in the accurate recording of transactions in our portfolio management system will be required. The Investment Accountant will also be responsible for preparing the daily asset mix report and responding to queries associated with this report.

The ideal candidate requires a Chartered Professional Accountant (CPA) designation and good fundamental knowledge of Canadian GAAP and International Financial Reporting Standards. The preferred candidate will be a "hands-on" individual, committed to the timely processing of investment transactions. Experience in the investment industry and completion of the Canadian Securities Course (CSC) would be 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



VESTCOR

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POSITION DESCRIPTION

Title:	Investment Accountant
Department:	Fund Accounting
Immediate supervisor:	Manager Fund Accounting

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

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

COMPETENCY PROFILE

- 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
- Canadian Securities Course is an asset
- Experience in the investment industry is desirable
- Experience and knowledge of SS&C's Pacer portfolio management system is an asset
- Team player with excellent interpersonal, presentation, and communication skills
- Advanced Excel spreadsheet and strong computer application skills
- Excellent problem-solving and analytical skills as well as good general management skills