

Coordinator Financial Services

Vestcor has a full-time position available for a Coordinator Financial Services.

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.

Working collaboratively within the highly motivated Financial Services Team, the Coordinator Financial Services is responsible for preparing and submitting invoices and budget projections, providing audit support, and assisting with processing insurance premiums and refunds. These duties are carried out by utilizing a computerized Pension Administration System, Excel spreadsheets, and other associated software. This position reports to the Manager Financial Services.

The successful candidate should have two years of postsecondary education in the business/accounting field with a minimum of two years of general accounting experience. Additional years of relevant accounting experience will be considered in lieu of two years of postsecondary education. The candidate should possess good time-management and problem-solving skills; have excellent customer service and communication skills; be able to perform tasks requiring a high level of attention to detail; and possess the ability to work effectively in a team environment. Candidates must be experienced with the standard Microsoft Office suite of tools.

Written and spoken competence in English is required; competence in French would be considered an asset.

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 **August 6, 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:	Coordinator Financial Services
Department:	Financial Services
Immediate supervisor:	Manager Financial Services
Salary range:	Min.: \$52,000 / Mid.: \$64,000 / Max.: \$77,000

CORE ACCOUNTABILITY

An effective Coordinator Financial Services has strong analytical and reconciliation abilities, must be results-driven, has an excellent working knowledge of Microsoft Excel, and has strong communication skills. A Coordinator Financial Services must demonstrate a high degree of accuracy and high attention to detail.

MAJOR RESPONSIBILITIES

Working as a team in providing quality, accurate, and timely service to the organization's clients, the Coordinator Financial Services will:

- Prepare and submit various invoices to the Government of New Brunswick.
- Calculate budget projections for employee benefits / pension payroll.
- Complete approvals of Pension Adjustment Reversals (PARs) for defined benefit and defined contribution pension plans.
- Draft numbers for presentations on insured benefits to the Long Term Disability and Standing Committee, and provide support during audits.
- Assist with processing insurance premiums and refunds, and review continuation of benefit forms submitted by employers for pension plan members on leave.
- Review their peers' work for various insurance tasks completed by the insurance administrator financial services.

COMPETENCY PROFILE

- High school diploma supplemented by two years of postsecondary education in the business/accounting field, and a minimum of two years of general accounting experience
- Experience with Microsoft Office is essential, specifically Excel