

Operations/Account Data Management Administrator

Jarislowsky Fraser Limited is a registered portfolio management firm founded in 1955 as a research boutique. Jarislowsky Fraser today manages the portfolios of pension funds, foundations, corporations and individuals in Canada, the United States and internationally — representing more than \$39 billion in assets under management. Solidified by a strong fiduciary culture, JFL has a long history of advocating for good governance. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

The Operations/Account Data Management Administrator will be responsible for downloading and reconciling daily positions and transactions to internal JF system. They will also be providing support to other areas of business through- answering queries, security creation and the monthly reconciliation position. In this role you will work with and provide support to the investment teams, their clients and our primary custodian contacts

Location: Montreal

Main responsibilities:

- Reconciliation of client accounts with custodian data
- Research and analyze data
- Report questions and anomalies
- Answer ad-hoc system or process related queries from staff
- Elaborate ad-hoc reports
- Enter supplementary data in system
- Additional tasks may be added to role

In Automated Data Reconciliation

- Verification of custodial data upload
- Reconciliation between custodian data and internal data
- Clear position blotter
- Verify rejected transactions
- Revise the log file of the day
- Research and fix rejected securities and accounts
- Post transactions
- Set-up new accounts
- Set-up new securities
- Search accurate securities specifications
- Solve transaction discrepancies creating on line cases
- Correct, map and post none matching transactions
- Link to detailed ACD/automated procedures

Requirements:

- Experience in banking or financial services industry
- Experience as reconciliation/account administrator

- Knowledge of different investment instruments
- Punctuality
- College or undergraduate degree in a related field
- 2 years of experience in Business Administration, Finance or relevant field
- Fluent in French and English

Skills / Qualifications:

- Advanced Excel (V lookup)
- Superior attention to detail and accuracy
- Ability to stay interested and engaged in a repetitive work environment
- Strong numeracy skills
- Ability to work well under pressure and multi-task
- Knowledge of finance investment terminology
- Self-starter
- Can work both independently and in a team environment

We wish to thank all applicants for their interest in applying for this position, however, only candidates selected for interviews will be contacted. Please send your CV and cover letter to kcarriere@jflglobal.com

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