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## Account Data Management Administrator

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Jarislowsky, Fraser Limited is an investment management firm with over 60 years of experience conducting fundamental research and managing assets for pension funds, foundations and endowments, corporations and individuals in Canada and internationally — representing more than CA\$53 billion in assets under management. Our history and culture are rooted in investment stewardship that is expressed through an adherence to quality investing consistent with our long-standing investment philosophy and the advancement of good governance and sustainable investing. Acting in the best interests of our clients is the cornerstone of everything we do. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

**Location** Montreal

### **Purpose**

Contributes to the overall success of the Operation department ensuring specific individual goals, plans, initiatives are executed / delivered in support of the team's business strategies and objectives. Ensures all activities conducted are in compliance with governing regulations, internal policies and procedures.

The Account Data Management Administrator is to research, analyze and post data from custodians to accomplish a successful automated reconciliation process. This person is a support for the reconciliation team, helping them to reduce the amount of manual work and maintaining the operational systems related to the reconciliation process.

### **Key Responsibilities**

- Champions a customer focused culture to deepen client relationships and leverage broader Bank relationships, systems and knowledge.
- Maintain reconciliation systems
- Verify if reconciliation process is ready to start early in the morning
- Run a daily automated reconciliation process
- Enter FX trades in bulk
- Reconciliation of Pooled Fund NAVS
- Design and develop rules to improve the automated reconciliation process
- Communicate within reconciliation department and operations as a whole to assure a successful team effort.
- Review processes with assigned custodians to be certain best procedures are in place.
- The Reconciliation Administrator must work with the Trade Settlement Specialist, and other Account and Reconciliation Administrators as a team to maintain accurate records.
- Report questions and anomalies
- Answer ad-hoc system or process related queries for staff
- Involvement in accounts set-up
- Understand how JFL's risk appetite and risk culture should be considered in day-to-day activities and decisions.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with Scotiabank's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Champions a high performance environment and contributes to an inclusive work environment.

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### **Qualifications**

- High-level of attention to detail and accuracy.
- Strong customer service.
- Proactive and professional when managing customer issues
- Reliable, with a good sense of judgment.
- Innovative and eager for involvement in news projects and initiatives.
- Excellent communication skills, both written and verbal.
- High levels of self-motivation and self-discipline.
- Bilingual, French and English.

### **Reporting Relationships**

<b>Primary Manager:</b>	<ul style="list-style-type: none"><li>• Supervisor, Client Service Administration</li></ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Shared Reports</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>

### **Dimensions**

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| <ul style="list-style-type: none"><li>• Provide support to Operations with their daily tasks.</li><li>• Help internal clients with their reconciliation</li><li>• Multiple projects</li></ul> |
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### **Education / Experience / Other Information**

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| <ul style="list-style-type: none"><li>• Superior attention to detail and accuracy</li><li>• Extensive knowledge of Excel</li><li>• Numbers oriented</li><li>• Knowledge of finance investment terminology</li><li>• Ability to stay interested and engaged in a repetitive work environment</li><li>• Ability to troubleshoot and resolve errors</li><li>• Self-starter; can work both independently and in a team environment</li><li>• Ability to prioritize work to balance multiple tasks.</li><li>• Experience in databases</li></ul> |
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### **Working Conditions**

- Work in a standard office-based environment.

We welcome all applications and wish to thank all candidates for their interest in applying for this position. However, only individuals selected for interviews will be contacted. Please send your CV and cover letter to [kcarriere@iflglobal.com](mailto:kcarriere@iflglobal.com)