



CN Investment Division
Division des investissements du CN

Are you ready for a change? CN Investment Division is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With over \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the CN Investment Division team, you will always be learning, adapting and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Analyst - Valuation and Financial Reporting

Current Opportunity

CN Investment Division is an inclusive and equity-focused environment with many opportunities to learn and grow at all levels of the organization.

Reporting directly to the Head of Investment and Corporate Accounting and Private Asset Reporting, the incumbent is responsible for monitoring the Division's private assets and coordinating various aspects of the valuation and reporting process.

As the ideal candidate you are a strong team player with excellent communication skills, strong and analytical skills and attention to detail. You are organized, self-motivated and flexible. You are able to plan, prioritize and problem solve to meet deadlines, especially at peak times.

This is a position that will enable you to grow and get to know our dynamic organization and industry.

Primary Responsibilities

- Coordinate the month-end valuation process for fund managers, including:
 - manage, maintain and organize electronic records for all documentation related to the fund managers' Capital Account Statements (CAS), capital call and distribution notices, quarterly, and financial reports and tax information
 - determine recording process and record respective capital call and/or distribution
 - record all information of Capital Account Statements (CAS), from inception to completion, modifying as necessary
- Monitor portfolios' performance daily
- Research and analyze data to prepare periodic reports
- Assemble, compile, and submit quarterly reports, capital accounts and all relevant year-end tax documents, for the year-end audit.
 - prepare year-end audit letters for external managers
- Verifies that accounting and reporting's remaining commitments are accurate
- Prepare the private debt and infrastructure cash flow projection (bi-weekly)

Professional qualifications and experience

- Undergraduate degree in relevant subjects such as Accounting, Finance, or a related discipline

- Two (2) to five (5) years of relevant work experience in the investment or pension industry is considered an asset
- Successful completion of the Canadian Securities Course is considered an asset

Desirable Skills and Aptitudes

- Strong understanding of the investment industry with accounting knowledge
- Sound knowledge of private assets is required
- Excellent financial modeling and analytical skills
- Strong problem solving and analytical skills with attention to detail
- Quick learner with an eagerness to work in a highly collaborative, cross asset-class team in a high performing culture
- Strong computer aptitude with proficiency in Microsoft Office (advanced Excel)
- Familiarity with Bloomberg or other trading system is considered an asset
- Bilingual (French and English)

If this position sounds like you, we would love to hear from you! Please send your application by August 29, 2022, via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.

Mandatory COVID-19 Vaccination: Effective November 1st, 2021, all Division employees are required to self-declare their vaccination status against COVID-19. Since CN is a federally regulated company and the Division is a wholly owned subsidiary of CN, all Division employees must have received at least two doses of the vaccine against COVID-19 as a condition of employment. Accommodation measures will be made for medical or other protected grounds under applicable Canadian human rights laws. Please contact us to discuss any requests for exemption from the vaccination requirement.