



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: Senior Accounting Technician – Corporate Accounting (12-month contract)

Current Opportunity

Reporting directly to the Manager - Financial Reporting and Controls, the incumbent undertakes a wide range of accounting and audit responsibilities to ensure the accuracy, completeness and timeliness of all accounting, audit and reporting matters relating to all administrative duties under their scope.

The Senior Technician - Corporate Accounting is responsible for the accounts payable and disbursement cycle, the recording, reconciling, and processing of financial transactions related to pension and corporate activities in order to support the work of the Senior Analyst - Corporate Accounting.

Primary Responsibilities

- Responsible for the processing of transactions and the maintenance of the accounts payable accounts in the ACCPAC system to prepare weekly cash disbursements and ensure the data is accounted for, reconciled, and reported appropriately in all sub ledger systems and the general ledger
- Main liaison for Nexonia expense account users - in both support and follow-up on all queries
- Ensures any discrepancies and/or irregularities encountered are reported daily to the Senior Analyst to ensure timely and proper follow up
- Responsible for the preparation of month-end administrative, pension benefit journal entries and account reconciliations which support the statement of net assets and the statement of change in net assets
- Maintains the sub-ledger for prepaid and capital assets and completing all month-end related activities
- Responsible for all month end processes, including journal entries, account reconciliations in accordance with the pre-determined month-end timelines and procedures for all areas of pension, accounts payable, indirect taxes, capital assets and prepaid assets
- Prepares the monthly variance analysis to ensure accuracy and completeness of all expenses recorded in the accounting system for month-end and quarterly budget preparation
- Responsible for the preparation of all monthly bank reconciliations and for validating against the custodian records to ensure any differences, or unreconciled items are investigated and followed up on a timely basis
- Responsible for the preparation of all management reporting to support department managers in monitoring their expenses against budget and to facilitate any required decision-making

- Ensures that CNID Accounts Payable internal controls are adhered to, and that evidence of the controls is properly documented for audit purposes
- Assists in the preparation of monthly consolidated statements for the pension plans and master trusts
- Assists in the preparation of internal and external financial reporting relating to investments under their scope to facilitate reporting requirements and comply with regulatory requirements
- Assists in the preparation of the year-end audit and quarterly SOX review
- Assists in other special projects

Professional Requirements

- Undergraduate certificate in accounting and/or Business Technology Program (DEC)
- Successful completion of the Canadian Securities course (an asset)
- Minimum 5 years experience in accounting or in a similar role
- Advanced knowledge of SAGE 300
- Sound knowledge of accounting procedures
- Intermediate knowledge of Microsoft Office (advanced Excel considered an asset)
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Strong communication and organizational skills
- Team spirit
- Analytical, attention to detail and results-oriented
- Forward thinking and proactive

If this position sounds like you, we would love to hear from you! Please send your application by July 15, 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.