



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$16 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. 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, Investment Accounting

Current Opportunity

Reporting directly to the Manager, Investment Accounting, the Analyst, Investment Accounting's primary function is to ensure the proper accounting and reporting of all investment related activities for all assets and liabilities under the CN Pension Plans and subsidiaries. The Analyst, Investment Accounting is also a key player in the preparation of various financial analysis, recurring, and ad-hoc reports.

As the ideal candidate you are a strong team player with excellent communication skills, strong problem solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You're able to meet deadlines, especially at peak times, and you have an excellent work ethic.

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

Primary Responsibilities

- Conduct reconciliations for investment related activities (positions held, cost, market value, and investment income) and identify discrepancies between the investment book of records (IBOR) and the accounting book of records (ABOR)
- Reconcile all daily cash transfers on IBOR and ABOR
- Ensure the accuracy and completeness of all investment income, fees, and related accruals
- Update all prices for all alternative investments on IBOR and ABOR
- Reconcile all investment related activities between external managers and IBOR
- Ensure that all unit distributions and ad-hoc entries are reported accurately in IBOR and ABOR
- Input transactions related to alternative investments and subsidiaries in IBOR
- Ensure accounting, follow up, and reporting of all life cycle events relating to corporate actions
- Follow up all outstanding global issues and ensure all dividend rates, reclaims, and withholding taxes reflect the latest updates from Global Issues reports as per our custodian. Also work closely with our custodian to ensure all investment activities are properly reported on our official book of records.

- Prepare complete, accurate, and timely information for accounting, reporting, and management purposes, at month end, quarter end, year end, and on an ad-hoc basis
- Validate key management reports daily
- Assist in all monthly, quarterly, and year-end financial reporting
- Follow internal processes and controls
- Assist in internal and external audit processes

Professional qualifications and experience

- Bachelor's degree in accounting
- Professional designation of CPA or pursuing a designation, an asset
- Minimum three years experience in accounting and finance within the securities industry and relevant accounting experience within a financial environment is required
- Canadian Securities Course, an asset
- Minor in Finance and/or Business Technology, an asset but not required

Desirable Skills and Aptitudes

- Broad knowledge of and ongoing awareness of accounting and auditing principles (ASPP, ASPE, IFRS, and COSO)
- Good knowledge of derivative products is required
- Sound knowledge use of any of the following; Microsoft 365 (Advanced Excel, Word, Outlook), Python, SQL, and Tableau tools, an asset
- Familiarity with the SimCorp Investment Management System, an asset
- Bilingual (French and English)

If this position sounds like you, we would love to hear from you! Please send your application by June 2, 2023 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.