



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 CN Investment 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.

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## Position: Analyst, Investment Finance

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### 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 Managing Director, Investment Operations and Finance, 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 analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You have strong planning and prioritization skills with an ability to execute projects within deadlines while ensuring high-quality delivery.

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:
  - prepare and record capital calls and distribution notices in the accounting system, ensuring that all documentation is properly organized
  - analyze information provided by the general partners in order to identify the events and/or new elements impacting the valuation
- Acquire an in-depth understanding of existing private investments and their reporting particularities. Keep documentation related to the investments updated in a timely manner.
- Verify the balances for the remaining commitments in the accounting system and ensure their completeness and accuracy
- 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
- Prepare the private debt and infrastructure cash flow projections (bi-weekly)

- Establish and maintain efficient communication with various internal stakeholders
- Research and analyze data to prepare periodic financial reports
- Participate in creating procedures for the department and propose improvements to the current processes
- Actively participate in all initiatives or projects as they are assigned

### Professional qualifications and experience

- Undergraduate degree in relevant subjects such as Accounting, Finance, or a related discipline
- Two to five 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
- 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 365 (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 June 2, 2023 via email to [jobs@cnid.ca](mailto: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.