



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\$18 billion is actively managed in-house by 88 employees for the CN Pension Plan's approximately 47,800 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: Assistant, Corporate Accounting and Financial Reporting

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### Current Opportunity

Reporting to the Senior Manager, Corporate Accounting and Financial Reporting, the Assistant, Corporate Accounting and Financial Reporting supports the team with daily invoice processing, coordination of tax and regulatory filings, and travel arrangements. This role also provides key administrative support through clerical activities, file organization, scheduling, meeting coordination, and backup support to the Senior Coordinator, Investment Operations and Finance.

As the ideal candidate, you are a strong team player with excellent communication skills and a high attention to detail. You are organized, proactive, and comfortable managing multiple priorities in a fast-paced environment—while maintaining professionalism, discretion, and a strong sense of integrity.

### Primary Responsibilities

- Administer tax and regulatory compliance filings and payments; serve as the primary liaison with auditors and tax authorities
- Accurately record and maintain invoices in the approval system daily
- Coordinate internal meetings and external activities (e.g., room bookings, catering, logistics) for the Corporate Accounting and Financial Reporting team
- Prepare letters, memos, and presentations in compliance with the Division's policies and standards
- Support year-end deliverables by assisting with memos, key deadlines, and related coordination
- Organize travel arrangements (flights, hotels) and ensure required documentation is prepared in line with the Division's guidelines (conference registrations, authorizations, travel profiles, corporate credit card applications, itineraries, etc.)
- Prepare and support employee expense reports for members of the Investment Operations and Finance department
- Contribute to departmental projects and provide clerical support as needed
- Provide backup assistance to the Senior Coordinator, Investment Operations and Finance, when required

### Professional Requirements

- DEC in administration or office automation and/or an equivalent combination of education and experience

- One to two years of administrative experience
- Experience processing invoice payments, an asset
- Experience organizing travel and preparing expense reports, an asset
- Knowledge of Sage 300 (Beanworks), an asset
- Proficiency in Microsoft 365 applications, including Excel, Word, Outlook, SharePoint, and Teams
- Bilingual (French and English), spoken and written

### Desirable Skills and Aptitudes

- Strong team player with good communication skills
- High attention to detail and strong organizational skills
- Autonomy, initiative, and sound judgment
- Ability to manage priorities and meet multiple deadlines
- Comfortable working under pressure and adapting in a dynamic environment
- Excellent work ethic and strong sense of integrity

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