



Halifax Regional Municipality Pension Plan Job Posting – Financial Analyst

The Halifax Regional Municipality (“HRM”) Pension Plan has over \$3 billion in assets under management and serves over 14,000 members.

We are inviting applications to fill a full-time position for the role of Financial Analyst. This position is based in Halifax, Nova Scotia and reports to the Director, Finance & Operations.

Supporting the Director, Finance & Operations and the Senior Financial Analyst, you must be able to work efficiently and effectively with an emphasis on attention to detail and be willing to assist others when necessary.

Role and Responsibilities:

- Assist with the monthly accounting of investments, pension contributions and benefit payment data in the Pension Plan’s custodial system
- Preparation of journal entries, monitoring of payables and receivables and maintenance of the general ledger in the Pension Plan’s accounting system
- Monthly financial statement preparation and analysis
- Input and payment of invoices
- Assist with the preparation of monthly and annual HST rebate filings
- Assist with the preparation for the annual external audit
- Assist with the development of the annual financial plan (budget)
- Assist with the preparation of investment company financial statements and tax returns
- Assist with the preparation of the Pension Plan’s Annual Report
- Compliance monitoring and reporting
- Review of investment management and performance fees
- Assist with the preparation of various tax reclaim documents and other tax documents related to investments
- Monitor employer pension contributions and prepare the annual contribution planner
- Maintain existing relationships with various external service providers (custodial, audit, other 3rd party vendors)
- Ensure adherence to internal policies and procedures and assist with their formulation and maintenance
- Optimize and automate accounting and reporting processes to make them more efficient
- Preparation of ad-hoc reporting for the CEO and Pension Committee
- Other duties as assigned by the Director, Finance & Operations or the Senior Financial Analyst

Qualifications:

- Bachelor's degree in accounting or finance is required. Progress towards a designation would be an asset but not required
- Excellent computer skills including Microsoft Office (Excel, Word and PowerPoint)
- Experience with QuickBooks (or similar accounting programs) is required
- Experience working for a financial services company or pension plan would be an asset
- Knowledge of different investment types (both public and private) would be an asset
- An exceptional work ethic, an ability to take initiative, work with minimal supervision, attention to detail and strong organizational and communication skills are required
- Demonstrated problem solving and analytical skills are required
- An ability to multi-task and work within a dynamic office environment is required

Salary:

Compensation is based on education and experience, includes a pension and benefits package, and supports a healthy work-life balance.

To apply for this position, email your resume and cover letter to the HRM Pension Plan Office at hrmppcareers@halifax.ca. Additional information about the Pension Plan may be found at www.hrmpensionplan.ca.

Only those candidates selected for an interview will be contacted.