

JOB OPPORTUNITY

Position: **Portfolio Administrator**
Reporting to: **Supervisor, Portfolio Administration**
Job Term: **Full time**

Overview

As a Portfolio Administrator, you will be responsible for recordkeeping of institutional portfolios assigned to you. You will liaise with clients, custodians, traders, portfolio managers and client service managers to ensure accuracy of transactions processed in portfolios under your administration. To excel in this role, you must be a team player, detail oriented, and able to prioritize tasks to meet deadlines.

Responsibilities

- Reconcile client portfolios with custodian records on a daily basis
- Verify processed transactions in portfolios and resolve any discrepancies
- Ensure that distribution payments and FX conversions are accurately recorded
- Arrange for sufficient funds in portfolios to cover impending payments
- Notify portfolio managers of large cash movements or odd activities within portfolios
- Respond to inquiries from clients, custodians, auditors, and actuaries
- Verify accuracy of system-generated client reports
- Compile ad-hoc reports for clients, traders, and service managers
- Maintain and archive client records
- Process fund trades, check and send BDL to custodian, reconcile with Unitrax
- Provide back-up and assistance to other team members
- Provide back-up and assistance to settlements
- Update procedure manuals
- Perform other relevant duties, as assigned

Knowledge, Skills and Ability Required

- Proficiency in Microsoft Office
- Able to multitask and prioritize tasks to meet deadlines
- Excellent interpersonal and verbal communication skills
- Strong attention to detail to ensure accuracy of client records
- Knowledge of SS&C products (GWP, RECONS, PACER) an asset
- Knowledge of Unitrax an asset
- Derivatives (futures, forwards) and foreign exchange an asset
- Client service experience preferred
- Successful completion of the Canadian Securities Course an asset

To apply, send resume to careers@beutelgoodman.com.