



# GUARDIAN CAPITAL | PRIVATE WEALTH

**JOB TITLE:** Portfolio Administration Analyst  
**DEPARTMENT:** Administration, Guardian Capital Advisors LP (“GCA”)  
**REPORTING TO:** Team Leader, Administration  
**LOCATIONS:** Toronto, ON

## **JOB STATEMENT:**

GCA has an immediate need for a Portfolio Administration Analyst. As part of the private wealth management administration team, the role’s main responsibilities are to provide support for the existing analysts in servicing the onshore and offshore clients of Guardian Capital Advisors. This role is suitable for an individual in a similar role who has industry knowledge and experience, advanced Excel skills (can build macros, functions, pivot tables), Access skills and experience with the related systems.

## **ESSENTIAL FUNCTIONS:**

- Assisting with the preparation and maintenance of reporting for high profile and sensitive clients;
- Documenting and tracking all trade errors and failed trades;
- Generating the monthly asset breakdown and top 25 stock reports;
- Quarterbacking the quarterly management fee process, including inter-period calculations of closed accounts;
- Managing and distributing the quarterly payment of referral fees;
- Setting up and classifying securities on GCA’s portfolio accounting and trade management systems;
- Uploading client investment data to GCA’s website on a weekly basis, to be accessible by the clients;
- Updating the accounting system (SS&C Pacer) with monthly interest on cash transactions from the custodian;
- Assisting with the maintenance of client information on the CRM (Client Relationship Management) system;
- Assisting with quarterly client statement production; and
- Performing back-up duties for the Settlements Administrator.

## **JOB SPECIFICATIONS:**

- University degree in business, economics, or computer science
- Successful completion of the Canadian Securities Course
- At least two to five years of experience in the securities industry
- Strong knowledge of the SS&C Pacer portfolio accounting system
- Strong interpersonal and problem-solving skills
- Ability to meet deadlines and multi-task
- Advanced abilities in Microsoft products such as Excel (macros, functions, etc.) and Access

## **COMPENSATION:**

Commensurate with experience

**\*\*PLEASE NOTE THAT THERE IS A PREFERRED CANDIDATE FOR THIS POSITION\*\***

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*