



JOB TITLE: Settlements and Reconciliation Administrator
DEPARTMENT: Operations, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Supervisor, Data Integrity
LOCATION: Markham, ON

JOB STATEMENT:

Reporting to the Supervisor, Data Integrity and working in a fast-paced environment, the Settlements and Reconciliation Administrator will be responsible for FundSERV ESG settlements and exception processing for WWM. This highly motivated and energetic candidate must ensure all transactions are contracted and settled by the established deadlines. Additional electronic FundSERV ESG feeds must also be posted and reconciled for the month-end reconciliation process.

ESSENTIAL FUNCTIONS:

- Processing daily ESG settlements, manual or direct;
- Posting commission files;
- Following up on NFU processing and reporting;
- Completing daily and month-end reconciliation and reporting;
- Responding to all client service inquiries related to the above;
- Providing recommendations on updates to WWM’s policies and procedures manual and portal and systems;
- Assisting the Supervisor with projects and day-to-day functions; and
- Performing other duties as assigned.

QUALIFICATIONS:

- Post-secondary education
- Minimum of 4 years of administration experience
- Knowledge of the Dataphile system, ESG processing and FundSERV for nominee and client name business
- Excellent communication and organizational skills
- Excellent attention to detail and problem solving skills
- Ability to work independently as well as in a team environment

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource 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.

