



JOB TITLE: Account Manager
DEPARTMENT: Guardian Capital LP (“GCLP”)
REPORTS TO: Director, Account Management
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

As part of the institutional operations team, the main responsibility of this position is to perform administrative duties for ETFs, funds, and segregated accounts. Depth of experience, along with time management and organizational skills, will be notable features found in a successful candidate.

ESSENTIAL FUNCTIONS:

Administration

- Acting as the primary administration representative for Guardian ETFs;
- Reconciling daily cash balances and transactions to custodians;
- Coordinating information flow between fund administrators, client contacts, and portfolio managers; and
- Acting as a liaison, when warranted, for any of Client Services, Trading, Portfolio Management, Performance, Compliance, and clients.

Reporting

- Generating regular reconciliation reports for internal records and clients;
- Being responsible for regular daily and monthly reporting for ETFs and client accounts; and
- Providing all manner of regular and ad hoc reports related to trading and client accounts to Portfolio Managers, Traders, Compliance, and other internal and external contacts.

Processing

- Daily processing related to ETF sponsor and manager;
- Assisting portfolio management groups with equity trade generation and verification; and
- Acting as a backup for other operations roles that may include processing and reporting on segregated accounts, pooled funds, options, foreign exchange, and corporate actions.

QUALIFICATIONS:

- Post-secondary education
- Minimum of 4 years of experience within the investment industry focusing on ETF or mutual fund administration
- Successful completion of the Canadian Securities Course is an asset
- Extensive knowledge and experience in Microsoft Office
- Knowledge of SS&C products including Pacer, GWP, SSCNet
- Effective problem-solving skills with the ability to work independently
- Strong interpersonal and organizational skills as well as the ability to work towards deadlines

COMPENSATION:

Commensurate with experience

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