



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

**JOB STATEMENT:**

Guardian Capital Group Limited (“Guardian”) is a diverse financial services company with expertise in asset management and wealth management. With approximately C\$50 billion in assets under management and administration, Guardian has its headquarters in Toronto while supporting our global strategic mindset with offices in Canada, the Caribbean, UK and US and a growing number of clients across the globe. Our asset management division, GCLP, provides investment management strategies spanning a broad range of asset classes, geographic regions and specialty mandates. From Canadian equity to fixed income, quantitative, artificial intelligence-driven and concentrated alpha-targeted strategies, we are one of the largest independent, non-bank/non-insurance, Canadian-based asset management firms, and have demonstrated organic growth by investing in innovative investment ideas and strategies.

As part of the institutional operations team, the main responsibility of this position is performing administrative duties, specializing in mutual funds, ETFs, and segregated accounts with a global mandate. 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 funds and segregated accounts with global mandates;
- Administering hybrid funds;
- 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***

- Managing the regular daily and monthly reporting for pooled fund accounts;
- Generating regular reconciliation reports for internal records and clients;
- Assisting with capital calls, subscription agreements, and confirmations for the real estate fund;
- Identifying and reporting trading errors and NAV errors in accordance with established policies; 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 the funds, and to ETFs sponsor and manager;
- Assisting portfolio management groups with trade generation and verification;
- Assisting with trade settlements; and
- Acting as a backup for other operations roles that may include processing and reporting on segregated accounts, pooled funds, derivatives, bond, foreign exchange, and corporate actions.

**QUALIFICATIONS:**

- Post-secondary degree in business, or equivalent
- Minimum of 3 years of experience within the investment industry focusing on pooled 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](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.*