



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$17 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,200 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Analyst, Investment Accounting

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### Current Opportunity

Reporting directly to the Senior Manager, Investment Accounting, the incumbent's primary function is to ensure the proper accounting and reporting of all investment related activities for all assets and liabilities under the CN Pension Plans and subsidiaries. The incumbent is also a key player in the preparation of various financial analysis, recurring, and ad-hoc reports.

As the ideal candidate you are a strong team player with excellent communication skills, strong problem solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You are able to meet deadlines, especially at peak times, and you have an excellent work ethic.

This is a position that will enable you to grow and get to know our dynamic organization and industry.

### Primary Responsibilities

- Daily Accounting and Reporting
  - review all working papers and reports in order to ensure sufficient audit work was completed to support the accuracy and completeness of all investment accounting data in the accounting system (IAS) and management system (SimCorp)
  - ensure that all positions held, cost, and market valuations have been validated
  - ensure that all prices uploaded in the accounting and management systems are accurate and complete
  - process accounts payable invoices and payment while maintaining necessary control documentation
  - prepare bank deposits, bank reconciliations, and handle GST
- Internal Processes and Controls
  - ensure on-going compliance of all investment processes and internal controls
- Monthly, Quarterly, and Year-End Financial Reporting
  - prepare the monthly financial statements including processing of journal entries and other financial data required
  - prepare month-end reports including analysis and reconciliation of the balance sheet accounts
  - prepare the year-end financial statements and support data
  - prepare monthly private equity values incorporating monthly capital activity and quarterly reporting

- Management Reporting
  - prepare consolidated private equity investment report for the investment team
  - provide additional private equity investment information as requested
- Special Projects
  - assist with department and team projects
- Other Matters
  - actively participate in regular in-house seminars. Provide backup support for proxy voting process and proxy controls maintenance.

## Professional Requirements

- Bachelor's degree in commerce
- CPA designation, an asset
- Canadian Securities Course, an asset
- Minimum of three years of experience in a back-office environment within the securities industry and relevant accounting experience, required
- Bilingual (French and English)

## Desirable Skills and Aptitudes

- General knowledge and ongoing awareness of accounting and auditing principles (ASPP, ASPE and IFRS)
- Sound understanding of the investment industry, required
- Experience in real estate sector, an asset
- Experience in corporate accounting, an asset
- Experience with YARDI Breeze, an asset
- Strong computer aptitude with proficiency in Microsoft 365 suite (Excel, Word, Outlook, and Teams)

If this position sounds like you, we would love to hear from you! Please send your application via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.