

**Rice Financial Group Inc.**

**Title:** Manager, Financial Services Processing  
**Location:** 491 Portage Avenue, Winnipeg, MB  
**Start Date:** As soon as possible  
**Status:** Full-time, permanent  
**Closing Date:** December 31, 2008



Rice Financial Group Inc. is currently seeking a detail-oriented individual who enjoys a challenge to join our administration department as Manager, Financial Services Processing.

The Manager, Financial Services Processing is responsible for the overall direction and development of the Financial Services processing team.

**The candidate will be expected to:**

- Responsible for the timely and accurate processing of financial services administration data
- Development of the team to ensure the team, processes and platforms meet industry standards
- Ensure team delivers service excellence
- Support staff in resolving escalated issues
- Ongoing review of processes and workflows to maximize efficiencies
- Develop and maintain standard policies and procedures for department
- Ensure practices and procedures remain compliant with all regulatory bodies
- Review and complete daily, weekly and monthly audit reports
- Provide regular communication to advisors on system enhancements, process enhancements, changes in legislation and fund company announcements
- Responsible for tax reporting on self-directed plans to our clients and CRA

**The preferred candidate will have:**

- Minimum 5 to 7 years experience in financial services industry, with a minimum of 3 years supervisory experience
- Knowledge of tax reporting on self directed plans required
- Mutual Funds Operations Course required
- Post secondary education preferred
- A dedication to superior customer service
- Exceptional oral and written communication skills
- The ability to be forward-thinking, highly motivated, extremely adaptable to change, and a self-starter
- An ability to work under pressure in a fast-paced environment when faced with competing demands

Please forward a resume of your qualifications and experience stating your salary expectations in confidence to:

Rice Financial Group Inc.  
Attn. Kara Peterson, Director, Human Resources  
Email: [careers@ricefinancial.com](mailto:careers@ricefinancial.com)

*We thank all applicants for their response but only those considered for an interview will be contacted*