

Rice Financial Group Inc.



Title: Reconciliations Administrator
Location: 491 Portage Avenue, Winnipeg, MB
Start Date: As soon as possible
Status: Full-time, permanent
Closing Date: December 19, 2008

Currently, Rice is looking for an analytical and investigative individual who is looking for a challenging and rewarding career in our Processing Department as a Reconciliations Administrator.

Reporting to the Manager, Financial Services Processing, the candidate will primarily be responsible for completing reconciliations and settlements for the processing department.

The candidate will be expected to:

- Process the daily mutual fund settlement for client held and nominee trades
- Complete the daily trust account reconciliation
- Investigate and resolve trust account deficiencies
- Complete the daily transfer of funds to trust accounts
- Follow up on any outstanding deposits, NSF cheques and deposit slips
- Perform monthly reconciliations of holdings as required
- Process all advisor changes
- Provide support to team members as required
- Regular auditing of trust accounts
- Daily processing of Letters of Indemnity (LOIs), including submission of dilution costs
- Product updating

The preferred candidate will have:

- Strong financial services product knowledge
- Successfully completed the IFIC Operations course
- A minimum of 2 years work experience in the financial services industry; accounting experience is an asset
- A strong knowledge of basic accounting principles
- Advanced knowledge of spreadsheets with the ability to create formulae
- Excellent analytical, communication and teamwork skills
- An ability to work under pressure and be able to multi-task to meet deadlines

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