

# Credential<sup>®</sup>

Credential Financial Inc. (**Credential**) is a national wealth management firm providing MFDA and IIROC dealer services, online brokerage, and insurance solutions to over 225 organizations and more than 1,300 advisors. Our mission is to empower positive growth through wealth management leadership, valued advice, and outstanding service—for our partners, for their people, and for ours.

We currently have a need for a **Mutual Fund Processing Administrator** in our Operations department.

The Mutual Fund Processing Administrator will interact with all departments in CFI Operations and gain an understanding of our systems, banking processes, and internal policies while working in a fast-paced back-office environment. The incumbent will work well independently and in a team environment. They will also be challenged to find ways to improve the way Credential does business.

## **Expected Contributions:**

- Process client EFT and cheque redemption batches generated daily from CAM's book of record systems
- Issue for Mutual Fund adjustments, Client Transfers, Government Tax Remittances, and other miscellaneous payments
- Load and reconcile daily settlement & price files received from FundSERV
- Create electronic wires for daily payment to FundSERV relating mutual fund settlements as well as any other wires requested throughout the day
- Ensure daily settlement totals for CAM and CSI match FundSERV and process all transactions on system within deadlines
- Maintain daily settlement reports, and request money movement related to settlement of transactions
- Be a point of contact for all settlement issues handling problems/inquiries from other areas
- Process Credit Union and Head Office deposits for all Canadian and U.S. accounts using Credential's internal system
- Print and verify client cheques
- Run reports to identify all trade exceptions
- Investigate all exceptions with fund companies and correct on the system or advise the Credit Union of the corrections required
- Ensure all bank deposit information is properly filed and maintained
- Keeps manuals up to date in a timely manner

## **Experience and Skills Required:**

- 2 years' experience in an administrative capacity, preferably in the mutual fund and/or securities industry
- Experience processing banking transactions and/or mutual funds administration experience
- Experience operating in a credit union environment an asset
- Successful completion or in the process of completing the Canadian Securities Course or IFSE Operations Course would be an asset
- Extremely detail oriented and accurate
- Excellent oral and written communication and interpersonal skills
- Demonstrates the ability to work calmly and effectively in a fast paced environment
- Highly self-motivated and results driven
- Solid analytical, organizational and problem-solving skills
- Strong computer skills, in particular Excel, Word & Access
- Experience using Univeris an asset

A career with Credential means being part of an organization dedicated to your success. It means belonging to a group of talented individuals who live our values—partnership, innovation and community—every day. Our amazing people and dynamic culture and an exceptional rewards and benefits package are the essence of what sets Credential apart. Visit our website at [credential.com](http://credential.com) to learn more.