



## Registered Accounts Administrator – Vancouver

This year, Odlum Brown celebrates its 94<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for the last 18 consecutive years. In British Columbia, we have also been named an Employer of Choice.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

**We have the opportunity for a Registered Accounts Administrator to join our team in Vancouver.**

### RESPONSIBILITIES

- Recording client information and processing forms for account activity related to registered accounts
- Assisting with the process of registered account tax reporting
- Ability to work closely and collaboratively with team members

### KNOWLEDGE AND EXPERIENCE

- Extensive knowledge of various registered plan types
- Proven ability to deliver results within prescribed deadlines
- Excellent communication skills
- Ability to exercise good judgement and decision making within a policy and regulatory framework



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- Intermediate to advanced knowledge of Excel
- Experience with estate processing and tax reporting
- Experience with the Broadridge Dataphile Platform or similar bookkeeping system
- Experience in a financial institution
- Solid understanding of CRA rules on registered products and their characteristics
- Working knowledge of financial regulatory requirements on registered products, anti-money laundering, and compliance

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [hr@odlumbrown.com](mailto:hr@odlumbrown.com) by **November 24, 2017**.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.