

Human Resources Canada

Equity Stock Loan Desk Support

Global Markets Operations

181 Bay Street, Toronto

Requisition ID: 22041864

Bank of America is one of the world's largest financial institutions, serving individual consumers, small and middle market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk-management products and services. Following the acquisition of Merrill Lynch on January 1, 2009, Bank of America is among the world's leading wealth management companies and is a global leader in corporate and investment banking and trading across a broad range of asset classes serving corporations, governments, institutions and individuals around the world. In Canada, Bank of America has a strong market position on which to continue to build, as well as a clear commitment to the market.

Job Description

This position will be responsible for supporting Institutional/internal, Intercompany and client business. Close interaction with Trading, Sales, and other Operational support groups will be required.

Responsibilities:

- Providing transaction support for traders to reduce risk and timing delays on both client and proprietary trades processing.
- Providing risk control on client exposure via marks, collateral management and fail support.
- Timely calculation on exposure and break investigation.

Performing functions such as:

- Intercompany reconciliations.
- Front end trading system to back end system position and cash reconciliations.
- Trade check out, adjustments and settlement resolution.
- Analyzing trade processing opportunities for improved STP.
- Proactively managing client and desk inquiries, as well as improving overall relationships.
- Working closely with the trading desk to ensure all trades are correctly captured and reported in the books and records.

Qualifications

- Two to three years of industry experience.
- University degree in Business or Finance or a related field.
- Canadian Securities Course an asset.
- Strong computer skills including Microsoft Access and Excel.
- Sound knowledge of Canadian settlement practices, debt and equity markets, and industry regulations.
- Must be able to work in a fast paced and detail oriented environment

- Strong written and oral communication skills.
- Excellent organizational and time management skills.
- Initiative, good judgment and attention to detail are required in ensuring timely resolution with minimal exposure.
- Adept at problem solving and the ability to handle a variety of tasks simultaneously & efficiently.

What Bank of America Offers

Bank of America embodies a culture that extends from how we think, to how we behave, and to how we measure performance. By achieving excellence - in everything we do, every time we do it - we deliver the full value of Bank of America for our clients, our shareholders and our employees.

Bank of America places a high value on talent and on maintaining a culture defined by meritocracy. For these reasons, it is deeply committed to professional development, opportunity and accountability at all levels of the organization.

Bank of America is an Equal Opportunity Employer.

Bank of America encourages applications from all qualified individuals. Applicants with disabilities may notify us of any accommodations needed to support your participation in the recruitment process. We wish to thank all applicants for their interest and effort in applying. Please be aware that only candidates selected for interviews will be contacted for this position.

To apply for the Equity Stock Loan Desk Support role, please use the following link: https://ghr.wd1.myworkdayjobs.com/lateral-canada/job/Toronto/Equity-Stock-Loan-Desk-Support_22041864