

**Associate, Mutual Funds & GICs
Vancouver – Job #7043**

Who we are:

Canaccord Genuity (CG) is a leading independent full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and capital markets. CG is driven by an unwavering commitment to build lasting client relationships – we achieve this by generating value for our individual, institutional, and corporate clients through comprehensive wealth management solutions and investment banking services. We are a leading independent wealth management firm in Canada, and the leading mid-market provider of investment banking advisory, equity research, sales and trading services for corporations and institutions.

We pride ourselves on understanding our clients' needs and finding innovative, bespoke solutions. Our entrepreneurial and friendly team will challenge you to learn and grow every day. We value great work and collaboration and strive to eliminate bureaucratic thinking. We're looking for talented people who thrive in a fast-paced environment and want to have an impact with innovative ideas and best practices.

Come be a part of our Canadian success story and help deliver superior experiences for our clients. At CG, we recognize that diversity across our business strengthens our client relationships and enables more innovative solutions. We strongly encourage applications from all qualified individuals regardless of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status. CG provides an accessible candidate experience. If you need any accommodations throughout the interview process and beyond, please let us know.

Our Canadian operation, Canaccord Genuity Corp., is looking for an Associate to join our Mutual Funds & GICs team on a full-time permanent basis. Reporting to the Senior Manager, Portfolio Operations, Mutual Funds & GICs, the Associate is responsible for handling daily mutual fund and GIC transactions as well as effectively communicating with portfolio managers, investment advisors and fund manufacturers.

Responsibilities:

- Execute mutual fund and GIC transactions with a high level of accuracy;
- Analyze mutual fund order rejections and communicate back to investment advisors and fund manufacturers;
- Initiate trade confirmation and wire payment instructions to GIC issuers;
- Reconcile and maintain client accounts to match fund manufacturer and GIC issuer records;
- Manage accounts payable for the department;
- Process mutual fund commissions and trailer fees
- Monitor fund disclosure document delivery failures;
- Administer non-financial changes;
- Assist with other department functions as required.

Skills & Qualifications:

- 1-2 years of previous experience in a finance or accountancy role preferred;

- Very strong attention to detail and accuracy;
- Ability to learn quickly, work under pressure and meet strict deadlines in a fast-paced environment;
- Excellent verbal and written communication skills;
- Effective analytical and problem-solving abilities;
- Positive and proactive attitude;
- Proficiency in Microsoft Office;
- Experience with Dataphile and FundSERV an asset.

To apply, please [Click Here](#). *We recommend that all internal applicants advise their direct manager / supervisor about their interest in other job opportunities prior to sending in their job application.*