



Accounting Administrator – Vancouver

This year, Odlum Brown celebrates its 96th 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 20 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

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.

THE OPPORTUNITY

We have an opportunity for an Accounting Administrator to join our award-winning firm in Vancouver. This role works with our Accounting team to process treasury and general accounting activities for the firm.

The ideal candidate has strong attention to detail and the ability to work in a high-volume, deadline-oriented environment. They are committed to providing a high level of client service and bring a positive energy whether working independently or problem solving with team members.

RESPONSIBILITIES

- Process internal and external payments through electronic funds transfers and cheques
- Administer and report daily treasury activities including settlements and cash management
- Contribute to the daily and monthly reconciliation process for the firm's banking and trading activities
- Respond to requests from our advisory and client services teams
- Calculate and record revenue and commission entries



KNOWLEDGE AND EXPERIENCE

- 1-2 years of experience in treasury, banking, or financial services administration
- Knowledge of anti-money laundering procedures
- Exceptional client service skills with excellent verbal and written communication skills
- Superior data entry skills with the ability to process high volumes of data efficiently and with accuracy
- Strong organizational skills with the ability to manage and prioritize a complex and time-sensitive workload
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Proficient in MS Office (Word, Excel and Outlook)
- Completion of Canadian Securities Course or other investment related courses is an asset

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 by **May 3, 2019**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

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.