



# Brokerage Operations Associate (Cash & Securities)

## TORONTO OPERATIONS FULL-TIME

Wealthsimple is democratizing financial investing to make smart investing easy, accessible, and transparent for everyone. With \$3+ Billion in assets under management and over 100,000 clients, we're the market leader in Canada and are fast growing in the US and UK. Our team is working together to build one of the largest and most innovative fintech companies in the world and ShareOwner Investments, our fully-owned brokerage & custodian, is powering it all. You can read about our mission, our team, and our culture to learn more.

As a Brokerage Operations Associate (Cash & Securities), you will join the ShareOwner finance team in Toronto. Reporting to the Controller, you will play a critical role in ensuring accurate and timely reporting on our daily cash & securities management operations. Our ideal hire is excited by the challenge of stepping into a fast-paced environment while maintaining a keen attention to detail and enjoys taking on new responsibilities. This is an exciting opportunity to meaningfully contribute to an early-stage company with the momentum of a successful team and product behind you.

### **In this role, you will:**

- Join the ShareOwner Finance Operations team in Toronto, reporting to the Controller
- Take ownership of critical business functions such as CDS settlement, FundServ settlement, corporate actions, and daily security, mutual fund, dividend reconciliations
- Work with broker-dealers and clearing firms to clear and settle exceptions
- Process dividend and reorganization duties in a timely manner
- Manage day-to-day journal entries, adjustments, corrections directly in the brokerage platform
- Prepare and process client cheques, reconciling amounts posted to clients
- Troubleshoot, manage and proactively resolve processing issues/reconciliation differences
- Support our external and regulatory audits with related to cash & securities processing
- Develop processes to increase the efficiency of our back-office operations

- Partner with our operations teams to launch, improve, and scale Wealthsimple products and systems (e.g. automating trade fund reconciliations, automating corporate actions)

**Our ideal team member will:**

- Have 3+ years experience working at a broker-dealer handling back office responsibilities (IIROC-regulated dealer is preferred)
- Be organized with a strong attention to detail and be comfortable working with a large set of data with the ability to meet tight deadlines
- Ability to work independently and as a member of a team
- Possess strong Excel skills
- Be naturally curious: if something seems off, you want to figure out what's going on

**Include this in your application:**

A copy of your CV

Your answer to the following: given free rein, what are one or two improvements you would have made to the processes at a company or organization where you have worked? How would you assess if the change(s) was (were) successful?

Wealthsimple is committed to creating a diverse and inclusive culture, one which reflects the world in which we live. We encourage applications from candidates of colour, women, queer candidates, indigenous peoples, candidates with family caregiving responsibilities, immigrant candidates, transgender candidates and candidates with disabilities.

At Wealthsimple, we are dedicated to creating a culture with a diversity of talented individuals who join, stay, and work in an environment that enables them to thrive.

For more information about this opportunity and to apply, please visit

<https://jobs.lever.co/wealthsimple/43c6ac63-28a1-47fd-9a13-b5c4c90fad73>