

# Analyst, Investment Operations

## Our purpose

The Saskatchewan Teachers' Federation has advanced the interests of teachers and advocated for excellence in public education for more than 90 years. We are a professional organization representing over 14,000 teachers employed in PreK-12 schools across the province who are trusted and respected leaders and partners in education.

## What we do

Working with the Federation is more than a job. It's about contributing, through your professional background, to quality public education. It's about providing exceptional programs and services that support Saskatchewan teachers and their profession.

## What we value

We work as a team, recognizing that we all play a part, directly or indirectly, in realizing our purpose. We are committed to a workplace that engages its diverse workforce and offers a stimulating environment where individuals are provided with opportunities to grow both personally and professionally. We are inclusive and celebrate diversity by supporting an environment where everyone feels valued, respected, and empowered to contribute their best.

## About the team

The Investment Services team manage over \$9 billion in assets primarily used to fund teacher benefits. Our investment professionals use their financial skills to perform the day-to-day operations of the investment program.

## What you'll do

This position provides oversight and direction to the administrative, accounting and computer platforms for all investment functions. The analyst is also responsible for administering a performance measurement system to evaluate the effective utilization of assets.

## What you'll bring

- An undergraduate degree in accounting, finance or related field, combined with 3-5 years of related experience.
- Completed or working towards a professional designation including CFA and CPA is an asset.
- A solid understanding of accounting principles and investment operations experience.
- Knowledge of financial markets and investment performance standards.
- Thorough knowledge of financial practices and relevant legislation and regulations.
- Proficient with Microsoft office, particularly Excel, Word, Access and PowerPoint
- Knowledge of computer technology used in the financial services industry.
- A high standard of business conduct and ethics.
- Ability to deal with all situations and issues with integrity and honesty.
- Demonstrated ability to work effectively as a team member.
- Effective interpersonal skills in developing and maintaining effective working relationships with staff and in promoting a positive work environment.

- Ability to take the initiative in understanding the needs of others (internal customers) and taking action to achieve results.
- Proactive at identifying and evaluating opportunities to improve organizational processes including generating ideas, approaches or techniques.
- Takes initiative to acquire knowledge and understanding through study, instruction or experience in order to adapt to a changing work environment.
- Strong written and oral communication skills.

#### **What we offer**

- A competitive salary range of \$93,420.60 - \$113,185.80
- A 35-hour work week.
- 4 weeks starting vacation and paid time off to deal with family, health and sickness, and compassionate situations.
- 100% employer paid benefits from day one.
- Employer Matching defined contribution plan, saving for your future up to 18%.
- Free parking.

#### **How to apply**

For a complete job description and application procedures, please visit our website at <https://www.stf.sk.ca/about-stf/careers>. The deadline for applications is 5 PM, May 3, 2026.