

WE'RE HIRING



## Analyst, Finance Investment Operations



**Help us serve 93,000 of Manitoba's healthcare professionals. We are HEB Manitoba, one of the largest pension and benefit Plans in the province.**

At HEB Manitoba, Finance is a service department within HEB Manitoba that is responsible for the preparation and distribution of accurate financial information to over 93,000 healthcare workers and stakeholders. The department ensures effective financial management and internal controls while strictly following Canadian generally accepted accounting principles.

Reporting to the Manager, Finance Investment Operations, the **Analyst, Finance Investment Operations** is responsible for the ongoing day-to-day evaluation, accounting and monitoring of the Investments portfolio primarily related to alternative assets and assists the Manager with Tax Reclaims and Relief at Source processing. Specific responsibilities include, but are not limited to, processing investment funding's and distributions, settlements, reporting, preparation and reconciling of accounting entries, and regular interactions with the investments team and external managers.

If you thrive in a dynamic environment and have a strong work ethic, a positive attitude and a desire to make a difference, then consider this opportunity.

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**Join us in making a difference in lives of others:**

**Responsibilities include but not limited to:**

- Ensure external auditors are provided with accurate and timely information to satisfy audit testing and other reporting requirements.
- Reviews Investment Manager issued financial statements to ensure proper accounting and adherence to all relevant GAAP reporting requirements.
- Assists with financial reporting disclosures and schedules.
- Reconciliations of internal and external cash movements and analysis.
- Monitors private investment activity including reconciling capital calls, distributions, capital commitments, and unfunded exposures.
- Prepares journal entries for accounting and analyzes expense trends for monthly reporting primarily related to alternative assets.
- Responsible for private market accruals and fee validation.
- Participates in the development of the department's annual budget.
- Assists in the preparation of tax reclaims and relief at source documentation.

**Qualifications for Your Success:**

**Education/Experience**

- Bachelor's Degree (or internationally comparable degree) in Accounting or Finance.
- Professional designation such as CFA or CPA, preferred.
- 3+ years of investment operations experience.

**Knowledge, Competencies & Skills**

- Investment accounting experience working with alternative assets a must.
- Proficiency in accounting principles, financial reporting standards, financial controls and regulatory/compliance frameworks.
- Proficient in Microsoft Excel and Powerpoint.
- Experience working with BNY Nexen platform considered an asset.

### **Why join our team?**

The work you do will be challenging and rewarding. You will make a difference in our day-to-day operations and your initiative will be appreciated.

We offer:

- Hybrid work environment with a compressed work week for your work/life balance.
- Comprehensive compensation and benefits including a defined benefit pension plan.
- Professional development opportunities.
- Progressive and supportive work environment.
- A comfortable, modern environment conveniently located in downtown Winnipeg with easy access to shopping and restaurants.

**Please submit your resume and cover letter by 4:00 p.m. on Friday, November 8, 2024 to**

**[hr@hebmanitoba.ca](mailto:hr@hebmanitoba.ca).**

We thank all applicants for their interest; however only those being considered will be contacted.