

WE'RE HIRING



## Manager, Finance Investments 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 Vice President, Finance and Treasury, the **Manager, Finance Investment Operations** is responsible for all middle and back office operational processes including developing operational appropriate processes and establishing pertinent governance and control environments. This position will oversee the day-to-day evaluation, accounting and monitoring of the Investments portfolio, Tax Reclaims and Relief at Source processing and manage the relationship with the custodian. Specific responsibilities include, but are not limited to, transaction management, processing investment funding's and distributions, settlements, reporting, reconciling and resolving accounting entries, as well as regularly interacting 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:**

- Leads the Investment Back Office team to deliver and expand the services required to support our investment department activities.
- Participate in the senior leadership team for the Finance and Treasury department
- Coordinate the Investment Back Office administration with other areas of Finance and Treasury
- Manage efforts internally 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.
- Prepares financial reporting disclosures and schedules including accurate asset category classification and creation of all relevant supplemental schedules and notes for plan financials.
- Maintains the internal control environment surrounding investment valuations to ensure accurate reporting of plan assets and transaction activity
- Monitors private investment activity including reconciling capital calls, distributions, capital commitments, and unfunded exposures; along with all related responsibilities.
- Collaborates with accounting leadership in managing relationships with the custodian bank, accounting group and external investment managers to ensure a timely monthly close of accounting books for HEB.
- Prepares analysis for monthly reporting.
- Conducts research on any new accounting pronouncements or regulatory changes to determine applicability to HEB reporting requirements.
- Helps with the development of the department's annual budget related to investments.

- Manages the tax reclaims and relief at source process and ensures that all forms are filed in a timely matter.
- Performs review of US Tax document requirements as they pertain to HEB to ensure format changes do not create any issues for the plans.

### **Qualifications for Your Success:**

#### **Experience & Education**

- Bachelor's Degree (or internationally comparable degree) in Accounting or Finance.
- Professional designation such as CFA or CPA, is required.
- 5+ years of investment operations experience working in middle and/or back-office functions
- 5+ years of experience in leading, coaching and developing others.

#### **Knowledge, Competencies & Skills**

- Experience managing the relationship with the Custodian
- 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 with the 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.