

Investment Operations Analyst, Investment Services

We are currently seeking an Investment Analyst to provide oversight and direction to the administrative, accounting and computer platforms for all investment functions of the Investment Services Team. This position will appeal to candidates who would like to use their accounting and financial knowledge to support the teaching profession in Saskatchewan.

Our purpose

The Saskatchewan Teachers' Federation has advanced the interests of teachers and advocated for excellence in public education for more than 80 years. We are a professional organization representing over 13,500 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.

What is the Role

The Investment Operations Analyst 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 Will Bring

- An undergraduate degree in accounting, finance or related field, combined with 3-5 years of related experience. A professional accounting designation is an asset. A solid understanding of accounting principles and investment operations experience is a definite requirement.
- Knowledge of financial markets and investment performance standards.
- Thorough knowledge of financial practices and relevant legislation and regulations.
- 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.
- Superior 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 You Can Expect

We offer a competitive salary range of \$91,582.40 - \$110,965.40, a 35-hour work week plus a full range of benefits, including extended health and dental care; retirement plan; group life insurance; 4 weeks vacation; sick leave; long-term disability and paid leave to deal with family, health and sickness and compassionate situations.

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, September 25, 2024.