



Addenda Capital is an investment management firm that provides customized solutions for institutional and high net worth clients. With offices in Montreal, Guelph, Regina and Toronto and a team of over 100 employees, Addenda offers traditional and alternative investment solutions. www.addenda-capital.com

SENIOR ADMINISTRATOR, PORTFOLIO ACCOUNTING

We are currently looking to hire a Senior Administrator, Portfolio Accounting, for a permanent position in our Montreal office. As a member of the Portfolio Accounting Team, and under the supervision of the Manager, Portfolio Accounting, you will work on a variety of tasks, but more specifically you will:

- Monitor all communications, changes, training and documentation. As the person in charge of the daily support in production, control of reports and quality of data from operational systems related to the accounting of portfolios, provide expertise for the settlement of any system's problems;
- Develop and update in Excel all the financial reports required for the operational needs of the sector. As such, according to the deadlines, you will need to analyze in detail the needs, search solutions, solve problems as well as validate and accept all unitary and integrated testing;
- Participate to the production and the update of the documentation of all the processes required by the sector. Identify new needs and/or tools to develop, define and implant the improvements required to optimize the processes;
- Confirm validation of titles and their parameters and ensure quality and consistency of data in operational systems;
- Coordinate the production of reconciliation's files of positions of cash with the guards of values of clients;
- Participate in the operational monitoring of mutual funds of the undertaking with validation of all unitary value's calculations, maintenance and validation of the internal databases for funds and production of special regulatory reports;
- Participate in the integration of new products;

Requirements:

- Bachelor's degree in management (accounting or finance), with a minimum of 3 years of relevant business experience in securities or in portfolio accounting. A combination of education and related experience could be considered;
- Advanced knowledge of Excel and other data base is fundamental;
- Bilingualism (oral and writing);
- Analytical skills and ability to solve various problems;
- Ability to support interpersonal relationships and work in an environment that promotes teamwork;
- Skills in work organization and management of priorities and deadlines;

Interested parties should submit their resumes by February 5th, 2012, by email at: careers@addenda-capital.com or by fax at (514) 287-7200.

We thank you for the interest that you have shown in our firm. Please note that only those applicants being considered for an interview will be contacted.