



## Accounting Administrator (6-Month Contract) – Vancouver

### WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for over 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

### CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant, ever-evolving culture that we have built over the years. These values are the cornerstone of our culture and the principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers – all with diverse backgrounds and experiences to share from around the globe. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. A recipient of a Canada's Volunteer Award from the Government of Canada, we are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

**We have a six (6) month contract opportunity for an Accounting Administrator to join our award-winning firm in the Vancouver office.**

### WHAT YOU'LL DO

This role works with our Accounting team to process treasury and general accounting activities for the firm. The ideal candidate has strong attention to detail and the ability to work in a high-volume, deadline-oriented environment. They are committed to providing a high level of client service and bring a positive energy whether working independently or problem solving with team members.

### RESPONSIBILITIES

- Process internal and external payments through electronic funds transfers and cheques
- Administer and report daily treasury activities including settlements and cash management
- Contribute to the daily and monthly reconciliation process for the firm's banking and trading activities
- Scan and process accounting department invoices and cheques



- Respond to requests from our advisory and client services teams
- Participate in department projects
- Perform other duties and special projects, as required

## KNOWLEDGE AND EXPERIENCE

- 1–2 years of experience in treasury, banking or financial services administration
- Superior data entry skills with the ability to process high volumes of data accurately and efficiently
- Exceptional client service skills with excellent verbal and written communication
- Strong organizational skills with the ability to manage and prioritize a complex and time-sensitive workload
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Proficient in Microsoft 365 (Word, Excel and Outlook)
- Knowledge of anti-money laundering procedures is an asset
- Completion of Canadian Securities Course or other investment-related courses is an asset
- Experience with Broadridge's Dataphile system (client book of records) is an asset

## WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$45,000 - \$50,000/year, plus the potential for bonuses.

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this role, we invite you to submit a cover letter and resume to [careers@odlumbrown.com](mailto:careers@odlumbrown.com) by **December 6, 2024**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.