

## **JOB OPPORTUNITY**

**Position:** Portfolio Administrator  
**Reporting to:** Manager, Portfolio Administration  
**Term:** Full-Time  
**Location:** 20 Eglinton Ave West, Toronto

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### **Overview**

The Portfolio Administrator is responsible for the recordkeeping of institutional accounts and processing Fund trades. They will interact with clients, auditors, custodians, and multiple stakeholders from internal departments to ensure effective communication flow.

### **Key Responsibilities**

- Reconcile client portfolio cash balances with custodian records daily.
- Reconcile client portfolio holdings and custodian records monthly.
- Process and check other administrators daily cash flows from custodians and clients.
- Verify processed transactions in portfolios and resolve discrepancies.
- Process Fund Trades and send BDL to custodian before 4pm.
- Manage cash balances to ensure no overdrafts and excess cash is invested (T-bills, MMKT Fund and alert traders as needed).
- Notify Portfolio Managers and Traders of large cash flows and odd activities.
- Instruct FXs based on cash requirements.
- Respond to inquiries from clients, custodians, auditors, and internal departments.
- Compile and send out daily, weekly, and monthly reports to clients and custodians.
- Review and send out quarterly compliance reports to client.
- Price client made Small Cap Funds daily.
- Follow and complete opening and closing procedures for client accounts.
- Process Derivatives (Forwards/Futures), maintain margin accounts and e-mail trades to clients' custodians as requested.
- Send out Bond unmatched e-mails to brokers for Settlements Administrator to follow up.
- Train other Administrators on the accounts assigned to them.
- Back-up Settlements Administrator and other team members as needed.

### **Requirements**

- Work a half day on Canadian Stat Holidays where the US market is open (alternate with other Portfolio Administrators).
- High level of proficiency in MS Office Suite: Outlook, Excel, Word.
- Experience with creating client reports.
- Knowledge of SS&C Products (Recons, Pacer).

- High attention to detail to ensure accuracy of records and processing of transactions is required.
- Demonstrate ability to multi-task and prioritize to ensure all deadlines are met.
- Successful completion of the Canadian Securities Course an asset.
- Bloomberg experience is an asset.

This posting is for a current vacancy on our **Portfolio Administration** team. To apply, send your resume to [careers@beutelgoodman.com](mailto:careers@beutelgoodman.com).

If you require any accommodations during the recruitment process, please email us at [hr@beutelgoodman.com](mailto:hr@beutelgoodman.com). A member of our HR team will reach out to you.