



## Senior Analyst, Investment Operations

### About UTAM

Located at College and Bay, UTAM is a not for profit corporation established by, and an affiliate of, the University of Toronto managing over \$13 billion in assets with a team of more than 25 professionals. We invest globally across a variety of asset classes using a wide range of strategies.

UTAM offers motivated, high-achieving individuals the opportunity to join a dedicated, collaborative team of experienced investment, risk and operations professionals. Our focus is to provide long-term value for our client, the University of Toronto, and its diverse stakeholders through disciplined investment and risk management practices.

UTAM is registered with the Ontario Securities Commission as a Portfolio Manager. Further information about UTAM is available at [www.utam.utoronto.ca](http://www.utam.utoronto.ca).

### The Position

**Job Title:** Senior Analyst, Investment Operations

**Type:** Full Time, Permanent

**Reports to:** Director, Operations

**Location:** Toronto, ON (currently remote working in effect)

### Position Summary

This Investment Operations position, reports to the Director, Operations and will have primary data and business responsibilities for our Advent Geneva investment accounting system. In this position, the Senior Analyst will also support routine investment transaction, custody and accounting for client portfolios.

The Investment Operations team is responsible for investment transactions, custody, accounting and portfolio financial reporting, audit support, anti-money laundering and know-your-client information, regulatory and tax matters, etc. The team operates under a high standard of excellence with respect to serving internal and external clients in accordance with established control standards and expectations of timeliness, completeness, and accuracy.

The ideal candidate will have five or more years of Investment Operations experience using a top tier accounting system, preferably Advent Geneva, or as a business analyst or data analyst supporting such a system. You will have strong data analytical skills, advanced Excel skills with the ability to and/or interest in developing proficiency in Advent Geneva to become the primary internal support for this system. A strong knowledge of accounting and financial instruments is essential, as is a commitment to producing accurate and detailed work and a positive, 'can do' attitude.



## Responsibilities

### Advent Geneva (“Geneva”)

- Assist users with setting up their view of Geneva according to their preference to the extent possible.
- Assist internal user groups with data access, including data downloads (connectivity with internal databases, etc.).
- Set up and maintain security / vendor masters.
- Maintain general ledger account mapping to the custodian general ledger accounts; ensure that changes flow to transaction templates, reconciliations and reporting.
- Maintain custodial account mapping between Advent and the custodian; ensure that changes flow to transaction templates, reconciliations and reporting.
- Set up, maintain and troubleshoot reconciliation functionality.
- Develop and maintain effective data governance practices, including:
  - Validate that daily and monthly inbound data feeds are received, as expected, investigating any discrepancies with relevant service providers, etc.
  - Develop and maintain reporting/alerts to validate data for completeness.
  - Review canned exception reports for issues and exceptions, escalate and/or resolve as necessary.
  - Troubleshoot outbound connectivity issues as they occur.
  - Maintain and update as necessary the workflow manager tools.
- Review and analyze the effectiveness and efficiency of Geneva on an ongoing basis and develop strategies for improvements.
- Additional tasks related to Geneva as assigned.
- Through Advent Community and additional resources offered by Advent, continue to develop expertise in Geneva relevant functionality and that offers the potential to enhance our workflows.
- Document learnings and disseminate to the team.
- Maintain and continue to develop internal reference guides to document UTAM’s specific configuration and use of Geneva.
- Coordinate new user training and end use training refresh, including training on new functionality.
- Identify how Geneva version upgrades may (potentially) affect (both positively and negatively) our Geneva related workflows.
- Where version upgrades are approved for acceptance, work with Advent team to implement, test and confirm functionality in development environment before moved to production.
- Develop an understanding of Geneva’s standard report writing tools including RSL, Report Definition Language, SQL Server Reporting Services, and Data Browser. Depending on our report writing requirements, develop an expertise in certain report writing tools.
- Develop custom reports in Geneva to meet UTAM’s requirements and to support client reporting requirements.
- Maintain tables/tags within Geneva to support report writing, e.g., for monthly accounting, asset mix reporting, for annual audit support schedules.

### Investment Operations Activities

Undertake regular processing activities, both daily and at month end, and specifically supporting:

- Prepare custodian and accounting transaction instructions.
- Reconcile transaction instructions to custodial records for completeness and accuracy.
- Update internal records of client portfolios’ deposits and cash equivalent investments.
- Assist in the monthly book close process.
- Contribute to maintaining strong cross-team relationships with other internal teams.



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- Other responsibilities and ad hoc assignments as required.

### **Other**

- Participate in other initiatives as directed.

### **Qualifications, Experience, and Personal Attributes**

- Undergraduate degree in business, finance, accounting, or other related discipline.
- Progress towards, or completion of, an accounting designation.
- Strong Excel skills with the ability to learn other analytical tools; knowledge of and some experience with programming in languages such as Power BI.
- Some familiarity with data models, database design and development, and ETL tools.
- Five plus years' experience in investment operations with an investment management firm, investment allocator or fund administrator, or in a data management or analytics role, using a top tier accounting system, preferably Advent Geneva.
- Accounting experience, specifically in relation to pooled fund investments, swaps, cash instruments.
- Proven success in a collaborative, team-oriented environment.
- Strong communication (verbal and written) and interpersonal skills.
- Hardworking, detail-oriented and organized.
- Ability to work independently as well as perform effectively in a small team environment and to manage multiple initiatives or projects concurrently.

### **COVID-19 Considerations**

Due to COVID-19, UTAM is currently operating on a remote working basis. If you are selected for interview, these will be conducted by video conference. Should you be successful, you will be provided with appropriate technology and training to work remotely for as long as necessary. We would expect to be able to return to working from the office sometime in 2021 or early 2022, and this will be managed with regard to public health advisories and other considerations, etc. UTAM requires compliance with its COVID-19 vaccination and screening policies which take account of allowable exceptions.

### **Compensation**

Competitive compensation package in the form of salary and annual bonus, a comprehensive benefits package, and participation in a defined-benefit pension plan.

### **APPLICATION**

**To apply, please submit your resume and a cover letter explaining how your qualifications and experience make you a suitable candidate for this position to [careers@utam.utoronto.ca](mailto:careers@utam.utoronto.ca)**

Please include your name and the job title in the subject line of your email. Note that applicants selected for an interview may be required to demonstrate writing ability.

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