

About UTAM

University of Toronto Asset Management (“UTAM”) is the investment manager of the University of Toronto’s endowment and short-term working capital assets. We are a high-performing, collaborative organization committed to delivering value to the university. We invest globally across various asset classes, applying a clear set of responsible investing principles. Please refer to <https://utam.utoronto.ca/> for more information about UTAM.

The Position:

Title:	Analyst, Investment Operations
Type	Full-time, permanent
Reports to:	Chief Operating Officer (COO) (interim basis)
Location:	Toronto, ON (hybrid working options currently available)

Summary

This position is within a three-person team that initially reports to the COO on an interim basis until other appointments are made. Investment Operations is responsible for instructing portfolio investment transactions, maintaining appropriate levels of cash and margin, facilitating monthly book close, overseeing the work of the custodian, supporting client financial statement preparation and external audit, and other related activities. The team operates to a high standard of excellence in serving internal and external clients, in accordance with established control standards and expectations for timeliness, completeness, and accuracy.

Responsibilities

- Prepare custodian and accounting transaction instructions.
- Reconcile transaction instructions to custodial records for completeness and accuracy.
- Maintain cash projection data to manage portfolio liquidity requirements.
- Maintain records of deposits and cash equivalent investments.
- Monitor margin cash balances for the futures program.
- Retrieve and process pooled fund administrator statements and pooled fund estimated returns.
- Participate in the monthly accounting book-closing process.
- Contribute to maintaining strong cross-team relationships with other internal teams.
- Other responsibilities and ad hoc assignments as required.

Requirements and Experience

- The suitable candidate will have relevant financial industry experience, strong technical, analytical and communication skills and back-office experience with an investment manager, investment allocator, or fund administrator.
- 2+ years of fund accounting or investment operations experience, specifically in relation to pooled fund investments, swaps, futures, and currency forwards.
- An undergraduate degree in business, finance, accounting, or other related disciplines.
- Progress toward achieving and/or a strong commitment to achieving either the CPA or CFA designation is preferred.
- Strong Excel skills with the ability to learn other analytical tools.
- Demonstrable AI fluency by effectively incorporating AI into investment operations processes, identifying

opportunities to automate repetitive tasks, and strengthening controls.

Personal Characteristics

- Strong written and oral communication skills are essential.
- Unquestionable ethics and integrity.
- Motivated and hardworking, detail-oriented and organized.
- Eager to learn.

Compensation

A competitive total compensation package is offered, including a defined-benefit pension plan, financial support and paid leave to complete either the CPA or the CFA designation. Expected compensation is within the range of \$65,000 to \$80,000, commensurate with qualifications and experience. Additional incentive compensation plans apply but are not included in the range due to variability in their calculations.

Diversity Statement

UTAM is strongly committed to diversity and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal Peoples of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in pursuing our mission.

Accessibility Statement

UTAM is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact humanresources@utam.utoronto.ca.

Artificial Intelligence (AI)

UTAM does not currently use AI to evaluate candidates.

To Apply

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **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. Include “**Your Name – Analyst, Investment Operations**” in the subject line.

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