

Brookfield Annuity Company (“BAC”, or the “Company”) is a life insurance company wholly owned by **Brookfield Asset Management Inc. (“Brookfield”)**. BAC is focused on the pension risk transfer market, selling buy-out and buy-in group annuity policies to defined benefit pension plans in Canada. The annuity buy-out volume in Canada is in excess of \$4.5 billion annually (2018) and growing. The company was licensed by OSFI in late 2016. More information about BAC can be found on our website at www.brookfieldannuity.com.

BAC’s parent company, Brookfield, is a global alternative asset manager with approximately \$330 billion in assets under management. The company has over a 100-year history of owning and operating assets with a focus on property, renewable energy, infrastructure and private equity.

The Company is seeking a **Financial Analyst** to be part of their finance team. This role will report to the Finance Manager and will have exposure to all aspects of our finance operations, including cash management, accounts payables and expenses, financial reporting and analysis, as well as systems and databases. Given our team-based approach, there is opportunity to interact with other functions and departments, including actuarial, investments, risk and compliance.

Responsibilities

- **Cash Management**
 - Prepare cash reports and short-term cash forecasts
 - Monitor cash balances and manage cash movements
 - Assist in managing the Company’s bank and custody accounts, including set-up, maintenance and updating bank records
 - Prepare weekly bank reconciliations and monitor bank account activity
- **Accounts Payable and Expenses**
 - Prepare daily expense and accrual journal entries in the ledger
 - Process weekly disbursements using the accounting system via cheques, electronic funds transfer and wire payments
 - Maintain current vendor information in the accounting system
 - Verify expense reports are recorded accurately in the ledger
- **Financial Reporting and Analysis**
 - Prepare daily journal entries
 - Reconcile weekly custody and investment manager reports
 - Maintain subledgers on a monthly basis and address discrepancies
 - Record accruals, reconcile expense accounts, and prepare quarterly audit binder.
 - Assist with the preparation of the monthly/ quarterly management report and financial statements
- **Systems/Databases**
 - Assist with implementing automation and process improvement
 - Assist with reporting automation in the accounting system

Expectations

- A self-starter with proven ability to learn new skills and concepts quickly in a dynamic work environment.
- A multi-tasker who has ability to see the big picture but is comfortable taking hands-on accountability for deliverables.
- Strong organizational and analytical skills.
- To work within the team, to foster an environment of learning, cooperation and excellence

Required Skills and Experience

- University degree in Accounting or Finance
- 2 years of experience is an asset, but not required. Experience can include Co-op or internship in general accounting and finance
- CPA designation is an asset, but not required
- Financial services and /or insurance experience is an asset, but not required
- Experience using Microsoft Excel and VBA for Excel and experience in working with large data sets
- Experience using accounting systems is preferable
- Strong oral and written communication skills
- Able to work on multiple tasks effectively, efficiently and with attention-to-detail
- Motivated and resourceful to work as part of a small, dedicated team
- Possesses high professional standards and exemplifies exceptional integrity.

This role is ideal for someone looking for a great work environment offering challenge and broad exposure in a dynamic growing company.

Please email your application to info@brookfieldannuity.com. Please include your resume, cover letter and most recent grade report or transcript with your application.

All applicants must be legally eligible to work in Canada on a permanent basis. We require applicants to undergo a background verification process prior to commencing employment with Brookfield Annuity. Employment is contingent on the satisfactory completion of pre-employment background checks.