



JOB TITLE: Supervisor, GCA Operations
DEPARTMENT: Guardian Capital Advisors LP (“GCA”)
REPORTS TO: Director, Account Management
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

GCA has an immediate need for a Supervisor, GCA Operations. As part of the Guardian Capital team, this role’s main responsibilities are to provide leadership and support for the end-to-end responsibilities for reconciliation of the firm’s accounting systems, trading platform administration, pre-trade compliance, trade settlements, cash management, administration staff operations issues, Analyst operations issues, quarterly billing and final fee administration. The Supervisor will also assist in management of internal and external clients and vendors. This role is suitable for an individual in a similar role who has industry knowledge and experience, advanced Excel skills (can build macros, functions, pivot tables), MS Access skills and experience with the related systems.

ESSENTIAL FUNCTIONS:

Operations –

- Leading the end-to-end reconciliation of the firm’s accounting systems;
- Working with the Director to manage all GCA staff training in all GCA systems;
- Supporting and ensuring the management of daily staff duties for the Operations team, including cash management, running of reports;
- Working with various staff and departments on the maintenance of the firm’s accounting system functions so that it runs effectively;
- Supporting the management and maintenance of the firm’s trading system platforms;
- Ensuring that the pre-trade compliance function of the firm’s trading system platform has proper staff coverage and staff training to run effectively;
- Managing and ensuring that Settlements has proper staff coverage and training to run effectively on a daily basis; and
- Working with various teams and departments to ensure the management of GCA’s billing system and ensure GCA staff have proper training on the functions of the billing system to run effectively.

Supporting GCA Staff –

- Working with Operations staff and Client Reporting staff to manage the cross functional tasks between Salesforce and GCA’s other systems;
- Working with the Director of Operations, as a subject matter expert, to support GCA staff training and development in various GCA systems;
- Working with the Director of Operations to ensure support from GCA Operations to GCA’s internal and external clients is delivered as expected; and
- Working with the Director of Operations on year end actives for GCA Operations staff.

Other Duties –

- Assisting with other duties and initiatives, as requested.

QUALIFICATIONS:

- Post-secondary education
- Successful completion of the Canadian Securities Course

- A minimum of 5 years of experience in the securities industry
- Experience in supervising a team
- Strong interpersonal and problem-solving skills
- Ability to meet deadlines and multi-task
- Demonstrated ability to work in a team environment
- Advanced knowledge and experience in Microsoft Office products

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.