Pacific Spirit | Investment Management Inc

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30 November 2021 info@pacificspirit.ca

ANALYST

We are looking for an individual who wants to use their skills to help our clients achieve their dreams. This position will be involved in almost every facet of our accounting, management, and financial planning. Responsibilities include reporting to clients, managing our Know Your Client system, working on retirement plans for clients, and accounting for holding companies through to and including working papers. You will cross train with our Financial Accountant so that we have redundancy in that position. You will have lots of special projects for additional variety.

Training: Ongoing education is important to staying current and relevant. We pay for all pre-approved courses.

Salary: Market

Benefits: We offer a comprehensive medical and dental plan.

Applications: Please send your resume and your salary expectations to info@pacificspirit.ca.

Position Details:

The position has responsibilities in Compliance, Accounting, Financial Planning, and Special Projects.

Compliance

- Manage Know Your Client function, including:
  - Prepare Know Your Client forms for submission to President
  - Track Know Your Client forms outstanding and follow up by email.
  - Process returned Know Your Client forms and update our records
- Client broker statement reconciliations
- Prepare meeting packages showing holdings and returns for client meetings
- Provide regular reports to Portfolio Managers to facilitate management of portfolios
- Proxy voting as instructed by Portfolio Managers

Financial Planning

- Prepare retirement plans and other financial planning for clients using planning software
- Prepare CPP analysis for clients
- Calculate TFSA room for clients
- Follow up with clients on RRSP and TFSA contributions

Accounting and Taxation

- Accounting through to Financial Statements for four holding companies and Family Trust
- Update Portfolio management system for accounts held at Custodians who are not on our system
- Monthly, quarterly, and semi-annual reports to clients who request additional information on their portfolios
- Prepare tax return for Owner and his Family
- Prepare T1135s for clients
- Source tax slips for clients

Special Projects

- Research issues as requested by Portfolio Managers – these cross functional boundaries – such as covid supports, property taxes, life insurance, medical and dental plans, income taxes, etc. Some of these become very, very interesting.

Sincerely,

PACIFIC SPIRIT INVESTMENT MANAGEMENT INC.