

Job Posting

Position Title:	Commission Payroll Administrator	Start Date:	February, 2012
Position Type:	Fulltime, Permanent	Department:	Operations - MFDA
Reporting To:	VP, Client Services & Operations	Location:	Mississauga, ON

Investment Planning Counsel Inc. is an integrated wealth management company focused on providing Canadians with the best in financial products, services and advice to help them achieve their financial dreams. IPC has developed a strategy that marries the needs of the planners with that of the Company. IPC's intent is to be the premier choice among financial planners who are dedicated to serving the needs of their clients. For more information about IPC, please visit: www.ipcc.ca.

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Job Objectives and Summary:

The commissions department is in charge of accurately processing commission payrolls from mutual funds, segregated funds and banking products on a semi-monthly basis.

The primary role of this position is to process semi-monthly mutual fund, segregated fund and insurance commission, as well as to provide high level of customer service and support to accurately respond to commission based inquiries from advisors.

Job Responsibilities:

Payroll Processing

- Process semi-monthly payroll
- Prepare Daily Bank Deposits and Balancing CSS Transfers
- Reconciliation Preparation

Projects

- Lead any ad-hoc projects within commission payroll department
- Liaise with Winfund and internal departments to test new versions and implement changes as needed
- Train commission payroll administrators on new features or processes

Policies and Procedures

- Develop, document and maintain policies and procedures manual for the department
- Ensure all procedures are in line with CSOX/MFDA criteria and IPC Corporate Policies
- Ensure Service Level Agreements (SLA) are within set guidelines
- Provide training support to advisors on a needs basis

Preparation and Distribution of T4 Slips

- Prepare T4A slips for mutual fund, seg fund and insurance related income
- Maintain current T4A information on file and process all corrections or amendments for the representative and/or Canada Revenue Agency (CRA)

Back-up for other commissions administrators

- Assist team with data entry, complex phone inquiries and other departmental duties as required
- Assist in the process of garnishments, debit balance recovery and other third party financial commitments

Skills and Knowledge Requirements:

- Completion of post secondary education; undergraduate degree in Business preferred
- Minimum 2-4 years of work experience in the financial industry, with 1-3 years of accounting and/or payroll processing experience preferred
- IFIC Canadian Investment Funds Course, IFIC Operations Course or CSC preferred
- Advanced knowledge of mutual fund/financial services standards and regulations preferred
- Excellent knowledge of MS Office (Excel, Word, Power Point, Outlook)
- Strong documentation management skills required
- Excellent interpersonal skills
- Excellent communication skills (written and oral); ability to communicate clearly and concisely the goals and objectives of the organization to all stakeholders
- Ability to manage multiple priorities across diverse business units; deadline sensitive
- Should have a general working knowledge of overall operational process, products and services.
- Must maintain exemplary customer service skills working across a diverse multi-functional business environment with many stakeholders

Working Conditions:

- Professional office environment.
- Corporate business hours of 9:00 am to 5:00 based on 37.5 hour work week
- Availability to work additional hours may be required (evenings and weekends)

Please forward your résumé and letter of interest to: Human Resources, Investment Planning Counsel Inc. via e-mail at careers@ipcc.ca.

When applying for this position, please specify in the subject line **the title of the position** you are applying for.

Additionally, please answer the following questions in the body of your email:

- 1. Number of years of relevant work experience**
- 2. Number of years of work experience in the financial services industry**
- 3. Salary expectations**

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