



Opportunity Profile

Deposit Administrator, Brokered Deposits

Peace Hills Trust Company

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned federally regulated financial institution, and is also Canada's only independent Trust Company. Employing over 100 people, Peace Hills Trust provides personal and business financial services to most regions of Canada through a network of 9 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is in Edmonton, Alberta.

The Opportunity

Reporting to the Treasury Supervisor, the Deposit Administrator supports Peace Hills Trust's brokered deposit operations by processing deposit applications and transfers, maintaining accurate records, reconciling transactions, and responding to broker inquiries. This role is responsible for ensuring deposit transactions are completed accurately, on time, and in accordance with internal procedures and regulatory requirements.

This role is based at the corporate office in downtown Edmonton.

Key Responsibilities

- Review and process broker-submitted deposit applications, registered plan transfers, estate transactions, and related documentation.
- Maintain accurate deposit, client, broker, and certificate records in the banking system and SharePoint.
- Complete deposit, EFT, cheque, and month-end reconciliations accurately and on time.
- Respond to deposit brokers and internal stakeholders by phone and email regarding applications, status updates, and documentation requirements.

Qualifications and Requirements

- Experience in administrative, banking operations, trust operations, or financial services support roles preferred.
- Strong attention to detail and accuracy in transaction processing and record keeping.
- Ability to manage multiple priorities and meet deadlines in a high-volume environment.
- Proficiency in Microsoft Excel, Word, Outlook, and SharePoint.
- Strong written and verbal communication skills.

Peace Hills Trust offers a competitive salary based on skills, qualifications, and experience, along with a comprehensive benefits package.

To be considered for this exciting opportunity, please forward your cover letter and resume to:

Email: justin.langevin@peacehills.com

We appreciate the interest of all applicants however only those selected for consideration will be contacted.

Closing Date: June 12, 2026