



Opportunity Profile

Trust Associate, Accounting Analyst

Peace Hills Trust

January 27, 2025

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 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 located in Edmonton, Alberta.

Trust Services

Trust Services is leading Canada in First Nation Trusts! Peace Hills Trust, as a First Nation owned organization, is dedicated to the successful administration of First Nation Trusts and has been doing so for over 40 years.

Trust Services is exclusive to First Nation Trusts, provides Customized Trust Services, offers Exceptional Client Service and is founded on the principles of honesty, integrity, and transparency.

The Opportunity

We are looking for administration and support experience in accounting processes that will ensure excellent client service standards, respond efficiently to clients and Regional Offices and maintain high level satisfaction in compliance with accuracy and efficiency.

As **Trust Associate, Accounting Analyst**, you will report directly to the Senior Executive VP of Trust and the Director of Operations, focusing primarily on accounting responsibilities, including financial reconciliation, account management, and reporting, while supporting the implementation and ongoing maintenance of the customer relationship management (CRM) system and ensuring compliance with Anti-Money Laundering (AML) regulations.

Key Areas of Accountabilities

- Exceptional attention to detail and accuracy
- Strong accounting and financial reconciliation skills
- Ability to work independently while meeting strict deadlines
- Effective team collaboration
- Highly organized and ability to multi-task

Accountabilities

- Update all existing and enter new Records of Trust into the CRM system
- Identify and address any missing AML requirements and work with AVP of trust to acquire necessary documentation
- Maintaining and file AML records for audit purposes both in virtual and paper formats
- Support in updating Account balances, investment schedules and reconciliation of minors' accounts
- Handle the Processing all the trustee payments, invoice payments and expense reports
- Merge monthly financial statements
- Collaborate with Director of Operations to provide assistance to the team

Qualifications

- Post-secondary education in accounting, finance, or business (college diploma, university degree, or equivalent experience)
- A minimum of 3 years of experience in accounting or financial services
- Familiarity with AML regulations and compliance processes is a strong asset
- Exceptional analytical skills with a strong foundation in Excel and other accounting software
- Knowledge of administrative procedures is an asset

The Trust Associate, Accounting Analyst position is a perfect step towards a career within the trust industry and is ideally suited for an individual with strong analytical and accounting experience.

Selected candidates will work in a stimulating, progressive environment that moves quickly and effectively in servicing a well-focused market, along with a competitive salary and a full range of benefits.

If you are a highly motivated individual looking for a challenge, we invite you to forward a detailed resume and brief letter outlining income expectations and how the position applied for fits into your career goals to:

Peace Hills Trust Company
Trust Services Office
Phone: 780.421.1606
Email: georgina.villeneuve@peacehills.com

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

Deadline Date: February 7, 2025