



**TRUST ASSOCIATE, AML/ACCOUNTING  
MATERNITY CONTRACT**

**Position Status:** Trust Dept., (12 to 18 months contract)  
**Date Required:** March 01, 2024  
**Application Deadline:** February 15, 2024

As **TRUST ASSOCIATE/AML ACCOUNTING**, you will report directly to the Director of Operations on Accounts Payables and AML requirements.

**Key Areas of Accountabilities**

- A. Strong Attention to Detail
- B. Ability to work independently
- C. Team Player
- D. Highly organized
- E. Ability to multi-task

**Accountabilities**

- Update all existing and ongoing client relationships into the CRM system
- Identify any missing AML requirements and work with the VP and 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 of the trustee payments, invoice payments and expense reports
- Merge monthly financial statements
- Collaborate with Director of Operations to provide assistance to the team

**Qualifications**

- College diploma or University degree or relevant experience
- Three years administrative background in Accounting or AML
- Knowledge of administrative procedures is an asset
- Accounting & Financial background is an asset

The Trust Associate, AML/Accounting 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**  
Corporate Head Office  
10<sup>th</sup> Floor, 10011 – 109 Street  
Edmonton, Alberta T5J 3S8  
Email: [georgina.villeneuve@peacehills.com](mailto:georgina.villeneuve@peacehills.com)

**Attn: Vice President – Trust Services**

Deadline for Application is February 15, 2024. *We appreciate the interest of all applicants however only those selected for an interview will be contacted.*