



## Opportunity Profile

### Trust AML/Accounting Analyst (12 - 18 month Contract)

Peace Hills Trust

April 14, 2022

#### 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 nine 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 analytical and 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 the **Trust AML/Accounting Analyst (12 -18 month Contract)**, you will provide high quality administrative support to the Trust Services team while acting as a liaison between the Regional Offices and the Director of Accounting. The role will provide support on the implementation and ongoing maintenance of the Customer Relationship Management (CRM) and Anti-Money Laundering (AML) requirements.

The role will provide an opportunity in improving your communication skills, gain valuable insight to Trust Services processes, build stronger relationships and ultimately establish our reputation as a company that provides excellent customer support with potential leading into future growth and career opportunities within in the company.

#### Accountabilities:

- Enter all existing and new relationships into the CRM system
- Identify missing AML requirements and work with the Senior Trust Associate to obtain missing documentation
- Work with the AVP of Trust Accounting to support the trust accounting team

## The Ideal Candidate

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

To be successful in this role, you should have the ability to work independently, have the ability to multi-task, provide strong attention to detail, are highly organized and be a team player.

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.

### **Qualifications:**

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

**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 Office  
Phone: 780.421.1606  
Email: [georgina.villeneuve@peacehills.com](mailto:georgina.villeneuve@peacehills.com)

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

**Closing Date: April 29, 2022**