



Credit Officer – Vancouver

This year, Odlum Brown celebrates its 99th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Credit Officer to join our award-winning firm in the Vancouver office.

Reporting to the Controller, the Credit Officer will work closely with our Finance and Compliance teams to apply a structured approach to analyze, assess and evaluate the creditworthiness of a business, organization or an individual credit exposure. This role requires a results-oriented individual with strong credit analysis and anti-money laundering (AML) knowledge. The ideal candidate has the ability to manage multiple competing priorities and support financial operations by establishing, monitoring and enforcing policies and procedures.

RESPONSIBILITIES

- Accurate and timely processing of internal transfers, including foreign exchange transactions
- Respond to credit inquiries from our advisory team



- Validate and approve payments from client accounts
- Review client accounts to ensure compliance with internal credit, AML policies and FINTRAC
- Investigate suspicious transactions and escalate to management
- Monitor credit quality reports and follow up for appropriate action
- Prepare short position reports to the Investment Industry Regulatory Organization of Canada (IIROC)
- Prepare monthly guarantor reviews and liaise with Advisors on accurate and up-to-date documentation
- Maintain policy and procedures manuals
- Support the financial reporting team by contributing to the external audit process

KNOWLEDGE AND EXPERIENCE

- 3+ years of experience in a credit function or related role at a financial institution
- Related experience in the investment industry, IIROC regulatory reporting, trusts and estates is an asset
- Working knowledge of industry rules including AML, Know your Client (KYC) and IIROC margin requirements
- Experience processing high-volume transactions, with proven results inside prescribed deadlines
- Experience implementing and documenting workflows and controls
- Ability to exercise good judgement and decision making within a policy and regulatory framework
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Confident decision maker with an eye for detail and expert analytical problem solving capability
- Superior organizational and prioritization skills, with a demonstrated ability to manage competing priorities
- Excellent verbal and written communication and interpersonal skills, anchored in trust and respect
- Proficient in MS Office (Word, Excel and Outlook)
- Experience with Broadridge Dataphile is an asset
- Completion of the Canadian Securities Course and/or experience as an assistant registered with IIROC is an asset

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **May 30, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility for a healthy and safe workplace, Odlum Brown's preference is that all team members be fully vaccinated against COVID-19. In addition, we have adopted a "mask preferred" stance within the common spaces of our office.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.