



PSPP CORPORATION

Position:	Manager Corporate Accounting
Location:	Edmonton, Alberta
Position Type:	Full-Time, Permanent
Hours of Work:	7.25 hours per day, (36.25 hours per week)
Closing Date:	Open until a suitable candidate is found.

PSPP Corporation is the Administrator of the Public Service Pension Plan (PSPP or Plan) and the Trustee of the Plan fund. PSPP is a jointly sponsored multi employer defined benefit pension plan for employees of the Government of Alberta, public agencies, and specified universities. PSPP has almost 90,000 members, 28 participating employers, and \$15 billion in assets. For more information on the Plan, please visit the Plan [website](#).

PSPP Corporation is a provincial corporation established by the *Joint Governance of Public Sector Pension Plans Act*. As a provincial corporation PSPP Corporation is subject to public sector legislation governing Alberta provincial agencies. PSPP Corporation is governed by an eight-member Board of Directors.

PSPP Corporation is responsible for carrying out all responsibilities of a pension plan administrator under the Alberta *Employment Pension Plans Act* unless responsibility has been expressly assigned to the PSPP Sponsor Board. The PSPP Sponsor Board, consists of representatives of plan members and employers, and is responsible for determining Plan benefits, establishing the Plan Funding Policy, and for setting contribution rates. PSPP Corporation provides or arranges for all support necessary for the PSPP Sponsor Board.

PSPP Corporation contracts investment management services to Alberta Investment Management Corporation (AIMCo), a crown corporation. PSPP Corporation establishes the asset mix and investment policies for the Plan fund and oversees the investment management services provided by AIMCo.

PSPP Corporation contracts pension administration services to Alberta Pensions Services Corporation (APS), a crown corporation. PSPP Corporation works with APS to establish service levels and oversees the services provided by APS to the Plan.

PSPP Corporation is responsible for communicating with Plan members and participating employers and maintains the Plan website. PSPP Corporation also prepares the Plan and corporate financial statements, Annual Report and other communications including member newsletters. PSPP Corporation determines the actuarial assumptions to be used and arranges for actuarial valuations for the plan. PSPP Corporation is also responsible for ensuring the Plan complies with all applicable provincial and federal legislation.

Recruitment is for a **Manager Corporate Accounting**

PSPP Corporation is the Administrator of the Public Service Pension Plan (PSPP or Plan) and Trustee of the PSPP fund. Reporting to the Finance and Risk Director, the Manager Corporate Accounting provides corporate accounting, payroll and benefits, and administrative support.

This position plays an important role in supporting the Finance and Risk Director in the development and implementation of financial reporting and internal controls for the PSPP Corporation.

Qualifications:

- Post-secondary degree or diploma in business, accounting, or other related discipline.
- CPA designation although exceptions will be considered depending on work experience.
- Payroll experience.
- Experience in negotiating and administering employee benefit plans is an asset.

Skills & Abilities:

- Excellent working knowledge of Microsoft Office Suite products, including Outlook, Word, Excel, and PowerPoint.
- Experience with setting up and working with cloud-based accounting systems.
- Experience with financial reporting and variance analysis.
- Good oral and written communication skills.
- Excellent interpersonal skills.
- Ability to interpret legislation, policies, and procedures.
- Meticulous attention to detail.
- Ability to set own agenda while meeting expectations.
- Ability to work independently as well as within a small team environment.

Knowledge:

- Excellent knowledge of the *Employment Pension Plans Act* and regulations.
- Working knowledge of the *Income Tax Act* and the *Joint Governance of Public Sector Pension Plans Act* and regulations.
- Deep understanding of defined benefit pension plans, including design, funding, pension policy and issues affecting pension plans in Canada and Alberta.
- Deep understanding of pension administration.
- Broad and deep understanding of pensions, particularly public sector pension plans and their unique issues including asset liability matching, pension plan maturity, and pension legislation and regulation.

RESPONSIBILITIES AND ACTIVITIES

Corporate Accounting

- Process invoices, including coding, tracking, monitoring compliance with contracts, obtaining approvals, and payments.
- Process expense claims, including coding, tracking, monitoring compliance with expense policies, obtaining approvals, and payments.
- Prepare quarterly public disclosures of board, PSPP Sponsor Board and executive expenses and ensure personal information is redacted prior to publishing.
- Maintaining complete and accurate electronic filing of accounting records.
- Assist with preparation of the Corporation's budget and business plan.
- Preparation of monthly financial reporting; including budget variance reports and expense forecasting.
- Preparation of monthly bank account reconciliations.
- Assist in the preparation of the annual Corporate Financial Statements.
- Assist in drafting Finance and Audit Committee meeting material.
- GST processing and reporting.

Plan Accounting

- Review and analyze on a quarterly basis, pension administration expenses charged to the Plan by third-party pension administration service provider (Alberta Pension Services Corporation).
- Review and analyze on a quarterly basis, investment expenses charged to the Plan by third-party investment manager (Alberta Investment Management Corporation).
- Review of PSPP Pension Plan Financial statements.
- Assist in the drafting of the PSPP Annual Report.
- Assist in the preparation of the Plan's annual tax reporting.

Payroll

- Process board and committee member remuneration claims, including coding, tracking, monitoring compliance with policies, obtaining approvals, and payments.
- Prepare annual public compensation disclosures of board and staff compensation.
- Process and maintain the Corporation's payroll.
- Prepare WCB annual reporting.
- Prepare T4 reconciliation and reporting.

Benefit Administration

- Prepare annual benefit summary for Management and Non-management staff.
- Assist with negotiation or renewal of staff benefit plans, including extended health and dental, employee wellness and other benefit, and disability plans.
- Responsible for all filing, reporting and remittances for the administration of staff benefit plans.
- Responsible for all reporting and remittances for staff participation in pension plans, including PSPP, Management Employees Pension Plan and Supplementary Retirement Plan.
- Responsible for adding new employees to all benefit and pension plans and also the cancelation of benefits for terminate employees.

Administrative Support

- Assists with word processing and formatting of documents.
- Assists with updating Corporate policies and procedures.

- Assists with professional association memberships for board and committee members and staff.
- General or Ad hoc administrative duties, as required.

PSPP Corporation offers a competitive salary and a comprehensive and flexible benefit package. The position participates in the Management Employees Pension Plan.

How to Apply:

If you are interested in this position, please submit your resume and salary expectations to PSPP Corporation at recruitment@pspp.ca.

Please Note: The successful candidate will be required to undergo a security screening as a condition of employment.

Thank you for your interest in PSPP Corporation. Only those candidates selected for interviews will be contacted.