



Competition: 21-02 Manager, Corporate Accounting
Location: Edmonton, AB
Position Type: Full-time, Permanent (Excluded)
Hours of Work: 7.25 hours per day (36.25 hours per week)
Salary Range: \$90,000 - \$105,000
Closing Date: Open until suitable candidate is found

SFPP Corporation is the Administrator of the Special Forces Pension Plan (SFPP or Plan) and the Trustee of the Plan fund. SFPP is a jointly sponsored multi-employer defined benefit pension plan for municipal police officers in Alberta. PSPP has almost 8,000 members, 7 participating employers, and \$4 billion in assets. For more information on the Plan, please visit the Plan website at www.sfpp.ca. All decision making now rests with Management and the Board(s) in a bi-cameral structure.

SFPP Corporation is a provincial corporation established by the *Joint Governance of Public Sector Pension Plans Act*. As a provincial corporation SFPP Corporation is subject to public sector legislation governing Alberta provincial agencies. SFPP Corporation is governed by its Corporate Board of Directors.

SFPP 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 SFPP Sponsor Board. The SFPP 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. SFPP Corporation provides or arranges for all support necessary for the SFPP Corporate and Sponsor Boards.

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

SFPP Corporation is legislatively required to contract pension administration services to Alberta Pensions Services Corporation (APS), a crown corporation. SFPP Corporation oversees the pension administration services provided by APS to the Plan.

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

Recruitment is for a **Manager, Corporate Accounting**

Reporting to the Executive Director, Finance and Risk, the Manager, Corporate Accounting performs corporate accounting, treasury, risk management, budgeting and payroll functions. This position plays an important role in supporting the development and implementation of financial reporting and internal controls for SFPP Corporation.

RESPONSIBILITIES AND ACTIVITIES

Corporate Accounting

- Process invoices and expense claims, including coding, monitoring compliance with contracts, obtaining approvals, and payments.
- Prepare quarterly public disclosures of Boards and executive expenses and ensure personal information is redacted prior to publishing.
- Maintaining complete and accurate electronic filing of accounting records.
- Maintain appropriate internal controls and best practices in corporate accounting.
- Assist with preparation of the Corporation's budget and business plan.
- Preparation of quarterly financial reporting; including budget variance reports and expense forecasting.
- Perform treasury functions for the Corporation.
- Prepare the annual Corporate and Plan Financial Statements.
- Assist in drafting Finance and Risk Board materials.
- GST processing and reporting.

Plan Accounting

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

Risk Management

- Assist in enterprise risk management activities and reporting.
- Report to Board quarterly on risk register and landscape.
- Financial modelling to support interest rate sensitivity analysis etc. (interplay between investment management and plan funding)

Payroll and Benefit Administration

- Prepare SFPP Corporation semi-monthly payroll and all payroll related filings.
- Process Board member remuneration claims.
- Prepare annual public compensation disclosures of Board and staff compensation.
- Prepare T4 reconciliation and reporting.

- Update benefit rate changes in payroll system annually.
- Update 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 employer reporting and remittances for staff participation in pension plans, including PSPP, MEPP and Supplementary Retirement Plans.
- Responsible for adding new employees to all benefit and pension plans and also the cancelation of benefits for terminated employees.

Other

- Present to Sponsor and Corporate Boards.
- Assists in the drafting of the SFPP Annual Report.
- General or ad hoc duties, as required.
- The small size of the Corporations enables the employee to get a broad experience and exposure to plan design, funding and investment management and oversight activities.

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 working in pension environment would be a plus.

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.
- Budgeting and forecasting experience.
- 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:

- Working knowledge of the *Employment Pension Plans Act* and regulations would be a plus.
- Working knowledge of the *Income Tax Act* and the *Joint Governance of Public Sector Pension Plans Act* and regulations.
- Some understanding of defined benefit pension plans, including design, funding, pension policy and issues affecting pension plans in Canada and Alberta.

- Understanding of pension administration.
- Some understanding of pensions, particularly public sector pension plans and their unique issues including asset liability matching, pension plan maturity, and pension legislation and regulation.

SFPP Corporation offers a comprehensive and flexible benefit package.

How to Apply: If you are interested in this position, please submit your resume to recruitment@sfpp.ca. Each submission needs to clearly indicate the competition number of the position being applied for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment.

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