

Job Description

Junior Trust Compliance Assistant

Job Purpose

Performs preliminary review, analysis and evaluation of financial statements, provides frontline response to licensees and provides administrative, accounting and financial support to the Trust Compliance Team.

Duties and Responsibilities

- First point of contact for inquiries from licensees regarding trust accounts, funds and related matters including the interpretation and application of relevant sections of the *Funeral, Burial and Cremation Services Act, 2002* (FBCSA).
- Evaluates and conducts analysis of financial reports submitted by licensees to ensure completeness, certification and compliance to statutory requirements and to accounting methods and practices.
- Manages correspondence and provides assistance to Trust Compliance Officers, as required.
- Ensures financial statements are in compliance with legislation regarding trust funds/accounts.
- Identifies suspected fraudulent activity that may require further investigation and financial audit follow up.
- Identifies risks and provides recommendations on conditions to place on a license based on analysis of trust funds/accounts.
- Interact with Trustees of cemetery/crematorium/funeral establishment funds.
- Manages follow up of outstanding licensee deficiencies.
- Data entry.
- Scans and files documents.
- Other duties as required.

Qualifications

- Bachelor's degree in accounting, finance or relevant field.
- Experience as a junior accountant preferred.
- Excellent organization skills.
- Ability to process financial reports quickly and efficiently.
- Ability to manage heavy workload and tight timelines.
- Excellent oral communication, customer service skills, relationship management, tact and advisory skills to clearly explain complex issues and explain policies and procedures to stakeholders.
- Excellent written communication skills to prepare a range of financial, deficiency reports.
- Great attention to detail; good with numbers and figures with an analytical acumen.
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- Good understanding of accounting and financial reporting principles and practices.
- Maintains confidentiality of financial information.

- Ability to interpret, understand and apply FBCSA, and its regulations in order to carry out compliance responsibilities.
- Knowledge of generally accepted accounting and auditing principles (GAAP), concepts and forensic accounting; in order to identify fraudulent practices, including experience auditing account transactions for compliance.
- Financial analytical and problem solving skills in reviewing financial records, trust funds and accounts of applicants seeking or renewing a license and to audit financial records of licensees where there may be areas of non-compliance or fraudulent activities.
- Proficiency in a variety of computerized applications including database management, filing/tracking, email, word processing and presentation software (e.g., MS Office suite).

Working Conditions

- Work is performed in a typical office environment.
- Regularly involves periods of concentration when reviewing complex financial reports.