



Banking Services Representative

Location: 308-4th Avenue, SW, Calgary, Alberta, T2P 0H7

Number of positions: 10

Position Type: Permanent

About the position

The Funds Management and Banking Department (FBD) oversees the funding and investment of Canada's foreign exchange reserves, the management of the federal government's retail and wholesale debt programs and the Bank of Canada's pension fund. FBD also manages the financial risk associated with funds-management activities and provides back-office payment and settlement services. While the market and banking operations are primarily based in Ottawa, the Bank is in the process of establishing a new alternate site for its operations in Calgary, in accordance with resilience best practices. FBD is currently seeking Banking Services Representatives (BSR) for the Payments and Settlement Operations team for its Calgary site. The BSR team has both Day Shifts and Rotating Day/Overnight shifts.

The work schedule for the day shift consists of five 7.5 hour days between the hours of 05:00 to 17:30 (Mountain time), Monday to Friday. You must also be available to work, in rare contingency scenarios, on a rotation basis between the day operations and overnight operations.

The work schedule for the overnight shifts consists of five 7.5 hour evenings from 21:30 to 05:00 (Mountain time), Monday to Friday. You will also be expected to rotate between night shift and day shift (see schedule above) on a regular basis. Staff working the overnight shift, outside of the Bank's core hours of 5:00am to 4:00pm (Mountain time), are eligible for a shift premium of \$2.00/hour. The onboarding training period will last two weeks, and take place during daytime hours, before the candidate commences the overnight shift.

Your future responsibilities

BSR Day Shift

You provide a variety of domestic payment and securities services for approximately 100 clients, including the Government of Canada, domestic financial institutions, other central banks and selected international institutions. You process transactions for final settlement of clearing, payment and settlement systems, including the Large Value Transfer System (LVTS), the Canadian Depository for Securities (CDSX), the Automated Clearing and Settlement System (ACSS) and the Note Exchange System (NES), and provide payment services on behalf of the Continuous Linked Settlement (CLS) Bank. This includes the provision of collateral management services related to the lender-of-last-resort and operational activities connected to financial stability. In addition, you will participate in the analysis of business processes, training and problem resolution and various tests, including contingency exercises and production acceptance and also maintain static data and settlement instructions.

BSR Rotating Day/Overnight Shift

You provide collateral, payment and settlement services through the Canadian Depository for Securities (CDSX) and the Large Value Transfer System (LVTS) to settle foreign exchange transactions on behalf of the Continuous Linked Settlement (CLS) Bank. Owing to the criticality of the operations, BSRs working the overnight shift must develop expertise in contingency procedures and participate in regular proprietary and system-wide testing. In addition, you participate in the ongoing development and testing of contingency procedures related to overnight business activities and work in a self-managed, team-based environment with increased responsibility resulting from minimal technical support and management supervision.

Your education and experience

- bachelor's degree in commerce or business and a minimum of one year of relevant work experience processing payments and securities transactions for clients

or

- relevant college diploma (e.g., accounting) and a minimum of two years of relevant work experience processing payments and securities transactions for clients

or

- a minimum of three years of relevant work experience processing payments and securities transactions for clients

or

- an equivalent combination of education and experience may be considered

Your knowledge and skills

- good understanding of the banking environment, including payment and settlement services, collateral administration, fiscal-agent responsibilities, and market practices
- familiarity with an operational work environment and computerized applications such as Microsoft products (Word, Excel)
- general understanding of accounting principles
- good analytical and problem-solving skills good organizational skills, ability to multi-task, and make sound decisions and recommendations
- ability to work in a team environment
- ability to cope with pressure and tight deadlines
- ability to communicate clearly and promptly

Assets

- good knowledge of Canada's financial systems, including the ACSS, LVTS, and CDSX.
- experience with Swift messaging formats

Language requirement

English essential or Bilingual (English and French) (although the position requires a Level 5 (fully functional) in the second official language, selected candidates may receive training to reach the required level over time)

What you can expect from us

This is a great opportunity to join a leading organization and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career.

Day Shift

- Starting salaries are based on qualifications and experience and typically range from \$47,500 to \$55,400 (job grade 11). This position provides an opportunity to progress gradually up to the working level of job grade 13 (up to \$66,600).

Rotating Day/Overnight Shift

- Starting salaries are based on qualifications and experience and typically range from \$48,600 to \$60,000 (job grade 12). This position provides an opportunity to progress gradually up to the working level of job grade 14 (up to \$73,700).

Other benefits

- Depending on performance, you may be eligible for performance pay for successfully meeting (3 to 5% of your base salary) or for exceeding expectations (7% of your base salary). Exceptional performers who far exceed expectations may be eligible for higher performance pay.
- Flexible and comprehensive benefits so you can choose the level of health, dental, disability and life and/or accident insurance coverage that meets your needs
- Extra vacation days (up to five each year) that you can purchase to add to your vacation entitlement
- Indexed, defined-benefit pension plan

Additional information

- Priority will be given to Canadian citizens and permanent residents
- Must be eligible for secret clearance
- Relocation assistance will be provided in accordance with Bank policy

To apply for this opportunity, please click here: <http://bit.ly/2E30q5Z>

Application deadline: November 4, 2018 at 11:59pm (EST)