

Client Tax Administrator (US), Client Taxation Department – Vancouver – Job # 3342**Summary**

Canaccord Financial Inc. is a leading independent, full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and global capital markets.

Since its establishment in 1950, Canaccord has been driven by an unwavering commitment to building lasting client relationships. We achieve this by generating value through comprehensive investment solutions, brokerage services and investment banking services for our individual, institutional and corporate clients. Canaccord has 49 offices worldwide, including 32 Wealth Management offices located across Canada. Canaccord Genuity, the international capital markets division, operates in Canada, the U.S., the U.K., China, Hong Kong, Australia and Barbados.

Canaccord Genuity Corp. (Canaccord Genuity), Canaccord's Canadian operations is looking for a knowledgeable, organized and detail-oriented Client Tax Administrator (US) to join its Vancouver based Client Taxation Department.

Responsibilities

- Coordinate all IRS Tax filing and reconciliations;
- Monitor internal reports for documentation deficiencies;
- Prepare IRS 1042 & 945 weekly and monthly remittance and reconciliations;
- Prepare, reconcile and review IRS 1042 and 1099 monthly and YTD reports;
- Conduct year-end reconciliations;
- Prepare year-end 1099 tax slips and 1042 filings;
- Assist with planning, coordinating and directing various aspects of US tax reporting & research and audit support;
- Assist tax team with additional duties during peak tax season time, in addition to carrying out regular daily duties;
- Perform duties of a nature requiring more than average judgment and initiative;
- Write-up and improve procedural documentation;
- Provide coverage for others in the department during absences to ensure proper back-ups are in place;
- Responsible for special projects and initiatives as assigned.

Skills & Qualifications

- CSC or 3 - 5 years of appropriate experience preferred;
- An understanding of US withholding tax and Internal Revenue Service tax reporting an asset;
- An understanding of the securities industry, products and corporate actions an asset;
- An understanding of Broadridge, Execlear, or Dataphile Desktop operating systems, & QI Manager an asset;
- Excellent problem solving skills;

- A detail-oriented, organized thinker with strong analytical and computer skills (Intermediate to Advanced Excel skills required, Word and Outlook);
- Demonstrated ability to meet deadlines and work well under pressure;
- Ability to work independently as well as within a team environment;
- Excellent interpersonal, oral and written communication skills.

Qualified applicants are invited to submit a resume and covering letter including salary expectations. All applications will be held in strict confidence.

Please e-mail your application to Human Resources at careers@canaccord.com. We ask that all applicants send their resume in a MS Word document **quoting job # 3342 and title in the subject line**. In order to be considered for employment at Canaccord, candidates selected for interviews will be required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted. No phone calls please. Thank you for your understanding.