

SETTLEMENTS ANALYST

Reporting to the Manager, Wholesale Settlements, you will be a member of a specialized department that provides critical data and services throughout the entire organization. The Wholesale Settlements department manages and analyses data and provides specialized services to Veridian stakeholders.

DUTIES & RESPONSIBILITIES

- Operating complex data acquisition systems, determine anomalies, trouble shoot and resolve either internally or through coordinated efforts with external stakeholders.
- Analyzing data to determine anomalies .
- Resolving data flow problems, implementing solutions and proposing recommendations.
- Acquiring and processing daily financial files.. Analyzing data, determining anomalies, and resolving.
- Maintaining detailed records for all account configurations.
- Preparing complex queries and documentation in support of account reconciliations, third party requests and audits.
- Developing and documenting business process improvements.

ESSENTIAL COMPETENCIES

- Ability to plan and organize work, and to work with minimal supervision.
- Ability to present complex technical results in a precise and clearly understandable fashion.
- Fluency in both oral and written English to communicate effectively; to prepare effective reports and presentations.
- Strong organizational skills and leadership qualities.
- Excellent analytical skills.
- Ability to work well within a team environment where different opinions and controversies have to be managed, negotiated, and resolved diplomatically.
- Ability to influence peers and others in the organization.
- Comprehensive appreciation of, and strong personal commitment to, customer needs and corporate objectives.
- Demonstrates a strong commitment to continuous improvement principles.

CORE COMPETENCIES

- Customer Focus
- Drive for Results
- Teamwork
- Continuous Improvement

QUALIFICATIONS

- Undergraduate degree in Engineering or Business or equivalent experience.
- Excellent analytical skills and post secondary Mathematics and Accounting.
- Assured operational skills in a computerized network dependant environment and the ability to quickly learn and adapt to new systems and processes
- Proficient in Microsoft Office Applications with advanced Excel spreadsheet skills

Interested and qualified applicants are encouraged to submit their resume to hr@veridian.on.ca **PLEASE QUOTE POSITION TITLE THAT YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL.** Please note only candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Veridian.