



Compliance Specialist
Pay Band 4 or 5
(\$48,412 to \$77,402 per annum)
Open Competition
Fredericton

Proactive • Professional • Accountable • Client Focused

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

Recognized as one of Canada's Most Admired Corporate Cultures for 2018 and recognized as Atlantic Canada's Top 25 Employers for three consecutive years, in 2017, 2018 and 2019, ONB is seeking an experienced and exceptional Compliance Specialist to join the Special Accounts and Internal Controls Team, in its Fredericton Head Office. Join a dynamic team of business professionals who are passionate about growing New Brunswick's economy, are committed to giving back to the community, and value making a difference.

At ONB you will be working for Atlantic Canada's largest corporate finance team. We have expertise in Moody's Commercial Credit Analytics, Business Valuations, Corporate Finance Qualification, Banking, Credit Structuring, Special Loans and Negotiations.

Love where you work. Love what you do. Come work for us.

Who are you?

- You have a university degree in Business Administration, Commerce or a related discipline.
- You have a minimum of 4-5 years of work experience in the field of accounting or auditing.
- You have proof of completion of a Professional Accounting or Auditing Designation (CA, CGA, CMA, CPA, CIA, CFE).
An equivalent combination of education, training and experience may be considered.
- You are adept at critical analysis and recognized for your sound judgement.
- You are an effective communicator, adept at presenting detailed factual and conceptual information on issues that require explanation and interpretation.
- You are recognized for your attention to detail, organization skills and ability to prioritize deliverables.

- You are a skilled negotiator and creative problem solver.
- You have well-developed writing skills where interpretation, analysis, assessment and/or creativity requiring the knowledgeable use of terminology and precise articulation of ideas or opinions is necessary to effectively communicate.
- You have strong influencing and relationship management skills.
- You are at your best when you are challenged and thrive on getting results.
- You value recognition, giving back to the community and camaraderie with your colleagues.
- You work hard and are fun to have around.

As a Compliance Specialist at ONB, you will:

- Report to and work closely with the Manager of Compliance and Risk.
- Support and/or lead a variety of projects in lending and contribution approvals, procedures, compliance, governance, financial management, special investigations, and risk assessment/management, document procedures, identify key controls, and audits.
- Manage, coordinate, conduct and consult on various compliance reviews.
- Summarize findings and conclusions in reports presentations to develop solutions and recommendations.
- Review and provide advice on appropriate procedures and policies.
- Establish and maintain positive and professional relationships with stakeholders and other ONB team members.
- Offer training, advice and consultation to ONB internal Lines of Business on the use and evaluation of risk management and control strategies.
- Ensure files are maintained, with sufficient and appropriate documentation and analysis to support the examination findings, recommendations and assessment.
- Continually monitor, evaluate and develop action plans for areas needed for improvement, including project approvals, external and internal audit findings, human and financial resources.

Language

Written and spoken competence in English is required. ***Please state your language capability.***

Operational requirement:

This position is located in Fredericton, New Brunswick and may require occasional work outside of regular business hours (8:15 am to 4:30 pm).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the New Brunswick Public Service Pension Plan.
- Career growth, development and continuous learning opportunities.
- Opportunity to be involved in ONB events that give back to our community.
- Positive and inclusive work culture.

How to apply?

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position.
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment.

- ***Please ensure that preferred language for assessment is identified on your resume.***

Apply on-line at www.ere.gnb.ca, by email to humanresources@onbcanada.ca, or by mail to the address below by **February 18, 2019** indicating competition number: **ONB 19-02**.

HSBC Place
Human Resources
4th floor, 520 King Street
Fredericton, NB E3B 6G3

We thank all those who apply however only those selected for further consideration will be contacted.

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

This competition may be used to fill future vacancies at the same level.