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# Financial Reporting Specialist

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Posted: February 14, 2018

Full-Time

Ottawa Office - 1870

## Job Details

### Description

At MD Financial Management, we have one mandate: to help Canadian physicians achieve financial well-being by focusing on their distinctive needs and operating in their best interests. Our commitment to work/life integration, employee well-being and ongoing learning are key factors that contribute to our overall success.

For the fifth consecutive year, MD Financial Management has been recognized as one of the Achievers 50 Most Engaged Workplaces™ in North America. The annual award, given by Achievers—an industry-leading provider of employee recognition and engagement solutions—commends top employers that display leadership and innovation in engaging their workforces.

#### What You Will Do:

The Financial Reporting team has the overall responsibility for financial reporting and financial regulatory compliance at MD. These responsibilities include internal controls over financial reporting, adherence to international financial reporting standards, and compliance with regulatory requirements of various regulatory bodies in the investment industry. This particular position may have responsibilities in all areas of the team's functions and will assist with the financial and regulatory reporting needs of one or more of the MD companies as well as the MD Family of Mutual Funds.

#### Specifically:

Assist in the production of corporate financial statements and regulatory reporting on a quarterly and annual basis.

Assist in the preparation of MD Mutual Fund financial statements and Management Reports of Fund Performance semi-annually.

Ensure that financial reports and disclosures are prepared in compliance with internal policies and International

Phone Interview  
2:00 - 2:30  
\$ 70,000

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• offer

ASAP

2-3 weeks

Financial Reporting Standards (IFRS);

Generate and review financial reports monthly for completeness and accuracy; *vs extract has generated?*

Provide variance explanations (budget vs actual);

Identify and research unusual items in the financial reports; *AST ToH*

Prepare Board of Director reports for assigned companies; *MD*

Liaise with internal and external auditors as required, prepare working papers for the annual financial statement audit; *OSFI*

Provide advice on internal control issues and recommend and implement reporting enhancements *AST*

Provide support in the research and interpretations of new accounting standards/guidelines to assess potential impacts on financial reporting and accounting activities *interviews OSFI*

Ensure that required changes to regulatory reports, processes and procedures due to changes in regulatory requirements are implemented. *project mgmt AST*

Liaise with regulatory bodies and regulatory examiners as required;

Provide support and guidance to junior members of the financial reporting team; *AST*

Support new initiatives at MD from a finance perspective;

Provide accounting support to the Investment Fund Accounting team as required; *?*

#### **What You Need:**

At least 3 years related experience in Finance or Accounting

Undergraduate Degree in Business Administration, Accounting, Finance, Commerce or other relevant discipline

Professional accounting designation (such as CPA) or in progress is considered an asset

Knowledge of mutual fund and investment industry is an asset

Experience in the preparation of financial statements and a sound knowledge of IFRS

#### **What You Bring:**

Strong MS Excel, Word and PowerPoint skills

Attention to detail

Excellent verbal and written communication skills *MD*

*Synergy* Ability to work with outside professionals (re: bankers, auditors, lawyers, etc) *OSFI*

Ability to work with all levels of staff and management within the MD group of companies *MD*

Ability to prioritize

Excellent interpersonal skills

Ability to work with minimum supervision and take initiative AOT

**What Success Looks Like:**

You take great pride in the effective and thorough working relationships you have developed across MD.

You are constantly learning and honing your skills.

You are technology savvy and endeavor to find new and exciting ways to use technology. *built online prototype using PHP & mySQL*

You feel rewarded and recognized in a way that inspires you to do your best work.

You are engaged, enthusiastic and clearly understand how what you do contributes to MD's overall success.

Willingness to work the required overtime in order to meet established deadlines AOT

Energetic and open to broadening of responsibilities

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Mr. Brian J. Cook, CA, CFA  
 Assistant Vice President, Investments  
 MD Management  
 1870 Alta Vista Drive  
 Ottawa, Ontario  
 K1G 6R7

Phone (613) 731-4552

Invoice # 226  
 Invoice Date 17-Feb-06

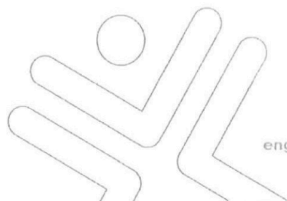
Total Fees \$12,500.00  
 HST \$1,625.00  
 Amount Due **\$14,125.00**

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#### Invoice Details

Description	Category	Consultant	Daily Fee	Days Charged	Total Charge (before HST)
Document Consolidation/Commentary	New MRFP Requirements [NI 81-106] - Project/Document Review (1.0) - Form/Template Design for information collection (.75) - Draft MRFP Commentary Outline (2.0) - Initiate 'Plan B': forego Wilshire analysis in favour of Mgr Surveys (.75) - Reformat & prep drafts (1.25) - Finalize commentaries [six] with Mgr input (1.5) - Status Update/Draft Feedback/Draft Refinement (.75) - Refine all drafts with Mgr input (3.5) - Manage input/draft deficiencies (.50) - Distribute Finals for Mgr approval/Forward comments (.50)	Deirdre Moore, CFA	\$1,000.00	12.50	\$12,500.00



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deirdre\_cfa@icloud.com

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**From:** Deirdre Moore <dmoore@advisorontrack.com>  
**Sent:** February 16, 2006 11:34 AM  
**To:** 'Gerring, Stephen'  
**Subject:** RE: MD Dividend Fund  
**Attachments:** MD Dividend CM final.doc  
  
**Categories:** Red Category

Good Morning Stephen.

We have finally received all of the Investment Manager feedback and REVISED our draft for the above-noted fund. Note that your previous comments were taken into consideration by Senior Management and some (but not all) changes were made. Please review the paragraph in section 2.1 & and in section 2.3 that relates to your firm to ensure we have not misinterpreted anything else from your survey responses. If we have, please let us know as soon as possible.

The following sections do not require your review:

- Section 2.2, as it was completed at the Fund level using input from all Investment Managers plus our own analysis.
- Section 2.4, as it was completed internally by MD staff.

On behalf of Brian Cook, Craig Maddock, Alex Pasyukov and myself, thank you very much for your patience and co-operation during this exercise. As a new regulatory requirement with healthy dose of "grey area", many factors, opinions and technical difficulties were only revealed once the process had begun. I know that we all very much appreciated your efforts in responding to our queries as quickly as you did. We also aim to learn from the exercise overall and hope to streamline the process going forward.

With regards and appreciation,

Deirdre Moore

Deirdre Moore, CFA  
(613) 723 0010 phone  
(613) 723 0020 fax

[www.advisorontrack.com](http://www.advisorontrack.com)

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**From:** Gerring, Stephen [mailto:Stephen.Gerring@cibc.ca]  
**Sent:** Wednesday, February 01, 2006 10:37 AM  
**To:** dmoore@advisorontrack.com  
**Subject:** RE: MD Dividend Fund

Deirdre, well, I do not like to proof read, since it then puts the responsibility for what you have written back onto me, to some extent. I have submitted written comments that I do stand by.

You might want to use TAL's new name, CIBC Global Asset Management Inc. It is shown at the bottom of my first email to you, along with my name etc.

I would rather describe our firm as practicing both a bottom up and top down approach to the markets. Certainly we have a dedicated asset mix team and they produce quarterly return outlooks, globally, based on the various asset classes.

While I would agree that the risk WITHIN the equities has not increased in 2005, the equity risk to the Fund HAS increased since equities are now 59% of assets up from 49% and year end 2004. I think you might say that the market risk has increased, not decreased, because of the increased equity weight. We could argue about how significant this increase is, but it is my experience that clients in a balanced type of Fund are very sensitive to their true equity exposure. In the interests of full disclosure, I would think that you would want to point out this increase in equities. That said, I am not apologizing for it. It has been a good thing for the Fund. But facts are facts.

Stephen

-----Original Message-----

**From:** Deirdre Moore [mailto:dmoore@advisorontrack.com]

**Sent:** Wednesday, February 01, 2006 10:03 AM  
**To:** Gerring, Stephen  
**Cc:** dmoore@advisorontrack.com  
**Subject:** RE: MD Dividend Fund

Hi Stephen. Thank you for your additional comments.

Please review attached to ensure I have not misinterpreted anything. Please note that I ended up using absolute risk vs relative risk for the "interest rate risk" changes. I also used holdings at the fund level to arrive at "no material change" in equities.

Please let me know if any changes are required. Thank you. Deirdre.

Deirdre Moore, CFA  
(613) 723 0010 phone  
(613) 723 0020 fax

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**From:** Gerring, Stephen [mailto:Stephen.Gerring@cibc.ca]  
**Sent:** Tuesday, January 31, 2006 10:18 AM  
**To:** dmoore@advisorontrack.com  
**Subject:** RE: MD Dividend Fund

Deirdre,

For the year ended December 31, 2005, contributors to the Fund's positive performance came from its equity assets, as its equity return of 30.66% outperformed the TSX return of 24.13%. The energy and utility sectors outperformed the TSX and the Fund is overweight in both sectors. The Fund is also overweight the financial sector, which performed about in line with the TSX. In the energy sector, Canadian Oil Sands, ARC Energy, Husky, Imperial Oil and Petro-Canada performed strongly. In the utility sector, Terasen performed strongly due to a premium takeover offer from Kinder Morgan. In the materials sector, strong performance was received from Teck Cominco, Falconbridge and Dofasco, with the latter two companies being the object of takeover bids. In the financial sector, Royal Bank performed well and in the telecom sector, Telus contributed to the Fund's performance. The Fund had few underperforming equity investments in 2005. The most notable, BCE and Manitoba Telecom are in the telecom sector. In both cases, we expect a management response which will realize some of the value which exists in both companies. That said, both companies are facing very strong competition in a rapidly changing industry.

Stephen

-----Original Message-----

**From:** Deirdre Moore [mailto:dmoore@advisorontrack.com]  
**Sent:** Tuesday, January 31, 2006 8:43 AM  
**To:** Gerring, Stephen  
**Subject:** RE: MD Dividend Fund

Hi Stephen.

The format requires that I write a "attribution-like" commentary for each sub-advisor with respect to "Results of Operations". That said, would you please take sample below & amend it as it would apply to your portion of the Fund?

For the year ended December 31, 2005, contributors to positive performance were the Fund's **healthcare** businesses, most notably Amgen Inc., Caremark Rx Inc. and Medco Health Solutions. **Telecommunications** companies such as Crown Castle Corp. and American Tower Corp. also contributed to returns.

Conversely, the Fund's overweight in some **Consumer Discretionary** stocks weighed on short-term performance as media businesses displayed the poorest one-year performance of the market in 2005. Concerns about advertising dollars moving to the Internet, corporate restructurings, and sluggish radio/newspaper advertising revenue growth contributed to the weakness. Regardless, the Investment

Advisor remains confident that the media businesses held by the Fund are well-positioned to produce strong, long-term growth.

Thank you. Deirdre.

Deirdre Moore, CFA  
(613) 723 0010 phone  
(613) 723 0020 fax

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**From:** Gerring, Stephen [mailto:Stephen.Gerring@cibc.ca]  
**Sent:** Monday, January 23, 2006 11:44 AM  
**To:** dmoore@advisorontrack.com  
**Cc:** alex.pasyukov@cma.ca  
**Subject:** FW: MD Dividend Fund

Deirdre, I sent this to MD a week or two ago and I think it answers many questions in Part 2 of the Survey. So, to recap, I sent the survey back with Part 1 completed and this is for Part 2. I also sent two statistical reports we produce for the Fund at year end 2005 and I hope to send you the two reports for year end 2004 so you can compare. I will not send anything else now unless you have specific follow up questions. Over 2005, the Fund grew from about \$700 million to a bit over \$1 billion. But it did not really change much, it was just more of the same, with the exception of the growth in the equity percentage that I mentioned.

I might clarify why the Fund's equities did so well against the TSX in 2005 (as I mention in the attached document). The top TSX sectors in 2005 were energy, utilities and financials. The Fund is overweight, at year end 2005, those three sectors. Also, information technology and healthcare had negative returns and the Fund holds no equities in those sectors. I send MD a quarterly report on the Fund which they should have. I have not yet done my year end Q4 report.

Stephen

-----Original Message-----

**From:** Gerring, Stephen  
**Sent:** Tuesday, January 10, 2006 4:40 PM  
**To:** 'Marolynne.Capstick@cma.ca'  
**Subject:** MD Dividend Fund

Marolynne, please note my new email address and company name. Thanks. Stephen

<<md.doc>>  
Stephen H. Gerring,  
Vice President, Global Equity  
CIBC Global Asset Management Inc.  
The Exchange Tower  
130 King Street West, Suite 2200  
Toronto M5X 1B1  
416 364 5620 Fax: 416 364 9691  
Stephen.Gerring@cibc.ca

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## MD DIVIDEND FUND

### 2.1 Investment Objectives and Strategies

The MD Dividend Fund seeks to maximize dividend income in a manner consistent with capital conservation. The Fund invests primarily in high-quality preferred shares of Canadian corporations on a diversified industry basis. It may also invest in dividend-producing common shares as well as bonds, short-term debt securities and income trusts. The Fund may invest in non-Canadian securities.

This is a multi-manager Fund with two separate Investment Advisors: TAL Global Asset Management Inc. is the primary advisor and Howson Tattersall Investment Counsel Limited is the secondary advisor to the Fund.

**TAL Global Asset Management Inc.** practices a prudent, bottom-up investment strategy that favours companies with earnings-growth and gives dominant weightings to those with strong underlying fundamentals.

**Howson Tattersall Investment Counsel Limited's** selection process is based on the principles of value investing – uncovering companies with a stock price trading below its fair market value. They may be allocated, from time to time, an amount of assets that represents approximately 15% of the Fund.

The Investment Advisors may not purchase securities of companies that manufacture tobacco or tobacco-related products.

### 2.2 Risk

At times, a portfolio can be subject to any number of investment risks. Below is a summary of how the magnitude of such risks changed over the course of 2005:

Market risk	No material change
Equities risk	No material change
Income trust risk	No material change
Fixed income investments risk	No material change
Interest rate risk	No material change

As illustrated above, the risk level of the Fund did not change significantly during the year. Descriptions of the investment risks associated with this Fund are detailed in the Simplified Prospectus.

### 2.3 Results of Operations

As part of our "Manage-the-Manager" process, we carefully monitor the results of each of our Investment Advisors to ensure that the Fund's performance remains consistent with the long-term objectives for the Fund. TAL Global Asset Management Inc., which

ended the year with approximately 94% of the Fund under management, contributed to the strong results for 2005 primarily because of their equity holdings in the Energy and Utilities sectors. Financials also delivered positive contributions whereas Telecommunications holdings - partly due to the intense competition and rapidly changing industry - had mixed results.

Howson Tattersall Investment Counsel Limited ended the year with approximately 6% of the Fund's assets. Their income trust holdings benefited primarily from the Energy and the Industrial sectors. For example, unit prices for Vermillion Energy Trust, Zargon Energy Trust and Superior Plus Income Fund all rose to a point considered well above the fair market value where they were sold and replaced with securities with more attractive valuations.

In support of MD's commitment to maximize long-term investment performance, this Fund's management expense ratio (MER) is 1.46%. Considerably less than the industry average of 2.20%\*, this low MER will be a significant contributor to the long-term results of each investor's mutual fund holding.

## **2.4 Recent Developments**

On June 29, 2005, the 30% foreign content property rules were eliminated from the Income Tax Act. As a result, investment funds eligible for registered plans are unlimited with respect to the holding foreign property. While management has not made any policy changes which implement a higher foreign content target, they are pleased to have this flexibility going forward.

Overall, we are pleased with the performance of our Investment Advisors and their adherence to their investment discipline. We believe that their portfolio management strategies will achieve the long-term objectives for the Fund.

\* Source: Paltrak (as of December 31, 2005)

Note that effective December 19, 2005, TAL Global Asset Management Inc. was renamed CIBC Global Asset Management Inc.

**deirdre\_cfa@icloud.com**

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**From:** Deirdre Moore <deirdre\_cfa@icloud.com>  
**Sent:** January 10, 2018 6:47 AM  
**To:** allan.richards@fmcprofessionals.com  
**Subject:** Touching base

Hi Allan.

Happy new year to you and I hope that all is well in your world.

Allan, I was wondering if I could drop by on Friday to submit my small invoice for December as well as discuss any future work opportunities. I am not sure if you'll need me much more for INAC or not but I would like to discuss this and/or other work that might be available.

Would you be free in the afternoon?

Thanks so much.  
Deirdre

Sent from my iPhone

**deirdre\_cfa@icloud.com**

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**From:** Tracey Windsor <Tracey@stevensonandwhite.com>  
**Sent:** January 10, 2018 11:47 AM  
**To:** Deirdre Moore  
**Subject:** RE: #3229 - Candidate Applying for Financial Planning Analyst Position

Good morning Deirdre,

Thank you for reaching out. I am speaking with the client in the next day or so to confirm a few details, including the designation requirements. I will contact you afterwards if the client feels you would be a good fit!

Kind Regards,

Tracey Windsor  
Recruiter

Stevenson & White Inc.

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-----Original Message-----

**From:** Deirdre Moore [mailto:[deirdre\\_cfa@icloud.com](mailto:deirdre_cfa@icloud.com)]  
**Sent:** January-10-18 6:53 AM  
**To:** Tracey Windsor <Tracey@stevensonandwhite.com>