



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Actuarial & Tax Administration Analyst - 12-month Contract

<b>Job ID</b>	<b>1E-C6-51-58-EB-44</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=1E-C6-51-58-EB-44">https://careers.indigenous.link/viewjob?jobname=1E-C6-51-58-EB-44</a>	
<b>Company</b>	Ontario Teachers Pension Plan	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-10-22	To: 2025-04-20
<b>Job</b>	Type: Fixed-term	Category: Miscellaneous
<b>Languages</b>	English Essential	

### Description

The Actuarial & Tax Administration Analyst position is designed for someone with specialized pension tax and/or actuarial knowledge. This role requires strong analytical skills, the ability to handle large sets of data, proficiency in Excel and experience in actuarial and/or pension tax concepts and complex plan provisions.

This role will serve as a strong support for the Associate Actuarial Specialists and Coordinators in the department to complete complex member calculations, regular and novel projects, and applications support. This team member will also support internal OTPP partners as needed.

#### Who you'll work with

The Actuarial & Tax Administration Analyst will report directly to the Senior Manager, Actuarial Services & Tax.

#### What you'll do

##### Member Calculations

- \* Execute complex, manual member calculations including one-off cases
- \* Be aware of unique administrative policies and procedures that impact processes not handled by automated system
- \* Meet internal SLAs and compliance deadlines
- \* Identify issues and new scenarios arising in manual processes and recommend appropriate handling

##### Actuarial Applications and System Support

- \* Identify and explain out-of-system report and tool needs
- \* Make and/or instruct on usability modifications to reports where valuable
- \* Support Associate Actuarial Specialist in analyzing and resolving bugs
- \* Identify technology, usability and methodology improvements
- \* Identify and provide appropriate test cases to system developers and testers as they resolve issues in system calculations

##### Project Support

- \* Assist in preparation, review and reconciliation of valuation data and related deliverables to ensure appropriateness for use by valuation actuary and other users

- \* Assist with regular compliance and monitoring projects; including identification of anomalies or concerns in results and information used
- \* Assist in experience studies of OTPP data to ensure appropriateness of assumptions used to administer the plan including recommending improvements in data used and changes to rates where appropriate

#### Internal Support

- \* Investigate and suggest responses to out-of-the-ordinary actuarial and tax questions from Member Services and Pension Law & Policy (PL&P) colleagues regarding member processes
- \* Provide support to Member Services colleagues on;
  - Completion of calculations including explanations of; how entitlements are calculated, appropriateness of inputs, validity of results, and
  - Use of manual applications and tools
  - Prepare "what-if" tax scenarios for members in relation to buybacks of service
- \* Support MSIT in identifying appropriate test cases, understanding expected behaviour, and resolving calculation discrepancies
- \* Support MSIT & EXDI in interpreting tax-related member and tax authority reporting requirements
- \* Represent Actuarial Services & Tax with other departments in multi-department meetings and project meetings

#### What you'll need

- \* Relevant post-secondary degree or equivalent working experience. Knowledge of pension plans and related legislation (Teachers' Pension Act, Income Tax Act, Pension Benefits Act) with specialized understanding of pension plan administration
- \* Good background knowledge of industry and actuarial standards and Board policies
- \* 3-5 years of experience in member tax calculation and reporting; PAs, PSPAs, PARs and related tax limits on leave service
- \* Excellent mathematical, analytical and research skills (including the ability to report findings)
- \* Excellent interpersonal and communication (oral and written) skills
- \* Strong analytical skills and attention to detail
- \* Proven ability to maintain high levels of accuracy and timeliness
- \* Ability to evaluate information, check for conformity with standards, and create, develop, and implement solutions within those limits.
- \* Ability to set priorities according to team and department goals and to meet deadlines.
- \* Ability to work autonomously and offer support to peers in work areas with limited training and guidance
- \* Responsive and easily adaptable to change

#LI-RM1

#LI-Hybrid

#### What we're offering

- \* Pay-for-performance environment that offers competitive salary and incentive
- \* Numerous opportunities for professional growth and development
- \* Comprehensive employer paid benefits coverage
- \* Retirement income through a defined benefit pension plan
- \* The opportunity to invest back into the fund through our Deferred Incentive Program
- \* A flexible/hybrid work environment combining in office collaboration and remote working

\* Competitive time off

\* Our Flexible Travel Program gives you the option to work abroad in another region/country for up to a month each year

\* Employee discount programs including Edvantage and Perkopolis

At Ontario Teachers', diversity is one of our core strengths. We take pride in ensuring that the people we hire and the culture we create, reflect and embrace diversity of thought, background and experience. Through our Diversity, Equity and Inclusion strategy and our Employee Resource Groups (ERGs), we celebrate diversity and foster inclusion through events for colleagues to connect for professional development, networking & mentoring. We are building an inclusive and equitable workplace where our talent is respected, accepted and empowered to be themselves. To learn more about our commitment to Diversity, Equity and Inclusion, check out Life at Teachers'.

### **How to Apply**

Click "Apply Now"