CBRE CALEDON

JOB POSTING

REGION:	Canada
POSITION:	Business Systems Analyst
DEPARTMENT:	Client Services
LOCATION:	Toronto
REPORTING TO:	Vice President, Client Services

DESCRIPTION & RESPONSIBILITIES

DESCRIPTION:

CBRE Caledon is a leading infrastructure and private equity solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. CBRE Caledon's business model is to combine direct investments, co-investments, secondary investments and primary fund investments in a manner to suit each client's unique investment objectives. We provide services through customized separately managed accounts, portfolio management advisory solutions and pooled funds. Today, our dedicated team of 38 professionals represents over $10 billion on behalf of institutional investors across North America.

CBRE Caledon utilizes '**AltaReturn'** for fund accounting and CRM, Portfolio Monitoring and Business Intelligence. We are looking for a Business Systems Analyst with experience in the private equity and fund management industry to drive forward the use of CRM, Portfolio Monitoring and Business Intelligence reporting.

The Business Systems Analyst will solicit, understand, and document the business requirements, processes and reporting needs. You will serve as a subject matter expert in AltaReturn to customize CRM based on specific client investment guidelines and build/improve BI reporting from the system. As the subject matter expert, you will be responsible for managing data loads and building reports and system improvements.

This role works closely with the client services and investment management teams. This job requires an experienced analyst who can partner effectively with all levels of the organization, lead others, drive results, proactively identify and resolve problems.

RESPONSIBILITIES

- Configure the AltaReturn system according to the agreed-upon requirements and work with the client services and investment management teams to migrate client historical data into the system
- Build customizations for CRM, Portfolio Monitoring and Business Intelligence system
- Create new fields for Funds and their underlying investment companies and client specific investment guidelines/fields
- Transfer historical data from Excel format to AltaReturn templates; bulk upload and review of historical data
- Build customised client reporting, investment dashboards, risk monitoring by client or investment and dynamic reporting
- Proactively identify functionality/features that would benefit the business

QUALIFICATIONS

EXPERIENCE - TECHNICAL SKILLS

- 1 - 3 years of experience in Business Intelligence/Quality Assurance.
- Minimum of 1-3 years of partnership and/or accounting experience at a Fund, Fund Administrator, Big Four or other top accounting firm, private equity firm, pension fund, etc.
- Completion of a Bachelor of Science Degree in Computer Science or business administration; knowledge of finance, economics, statistics or mathematics a plus; strong academic record
- Strong, fundamental understanding of Partnership Accounting
- Background in finance, economics, statistics or mathematics a plus.
- Experience in AltaReturn is preferred; experience in Microsoft Dynamics GP, Microsoft Dynamics NAV, Microsoft SharePoint, Dynamics CRM, Investrac or comparable Limited Partner (LP) Allocation Software is acceptable
- Experience with SQL Queries and SQL Server Reporting Services (SSRS) as well as SSRS Reporting Output
- Knowledge and understanding of data warehouse star schema design and structure
- Skilled in the use of Microsoft applications, including Word and Excel

EXPERIENCE – PROFESSIONAL SKILLS

- Exceptional oral and written communication skills
- Intellectual agility and the proven ability to manage multiple workstreams simultaneously
- Strong technical and problem-solving skills
- Detail-oriented and highly organized with a proven ability to prioritize and meet deadlines
- Ability to multi-task and work independently as well as part of a client service team
- Proven ability to work under pressure and in a fast-moving and constantly changing environment
- Ambitious self-starter, a solid team player with a positive attitude; possesses high professional and ethical standards
- Works beyond what is required at this level and willing to ‘roll up sleeves’ in an entrepreneurial environment to get work done as necessary
- Resourceful and persistent in gathering and assessing information and quickly assimilating knowledge

All interested applicants please contact careers@cbrecaledon.com