

## **Senior Employer Data Analyst (Pensions)**

### **Client Services - Employer Services & Data Management**

At OPB, the health and safety of our employees, clients, vendors, and stakeholders is our top priority. In accordance with the advice of applicable public health authorities, we have transitioned to work-from-home to mitigate the risk of the potential spread of COVID-19.

To learn more about our hiring protocols during the COVID-19 pandemic, please visit our Careers site at <https://www.opb.ca/about-opb/careers>.

As a Senior Employer Data Analyst you will validate, analyze, and reconcile financial and employment records/calculations, salaries, service credits and data received from the Employers. Ensure OPB receives accurate contributions and member records are up-to-date. Establish and maintain good working relationships with designated Employer contacts. Collaborate with the Employers via the Employer Portal in order to ensure that the data is reconciled and the missing/over contributions are requested from the Employers. Educate the Employers regarding data discrepancies and inaccurate calculations in order to prevent similar reoccurrences. Analyze and complete rejected transactions received via the interface and work with Employers on corrections. Actively participate on various projects and initiatives on an as-needed basis. Support and maintain the production of various control and monitoring reports. Follow-up with employers and internal stakeholders using various channels (Employer Portal, telephone, email) to ensure timely delivery of services and issues resolution. Responsible for the Income Tax Act Maximum allocation and calculation annual initiative, which involves detailed data analysis and clean-up of existing records; working closely with various internal and external groups to ensure data accuracy; applying/modifying various formulas to ensure that the Public Service Pension Plan (PSSP) contributions are calculated and sent over to the Supplemental fund.

#### **Key Qualifications:**

Strong working knowledge of the Pension Benefits Act, Public Service Pension Plan Act, Income Tax Act and OPB established procedures to ensure that the data and calculations related to pension transactions are accurate and comply with legislation, processes and procedures. Excellent MS Excel and mathematical skills to create/adjust formulas, spreadsheets and determine the most appropriate method of calculation of pension contributions and service credits. Very strong verbal and written communication skills and interpersonal abilities to liaise and communicate with Employer contacts and internal partners, with the ability to explain technical information and adjust communication as required. Excellent analytical skills and ability to navigate non-standard cases that require problem solving. Self-directed with strong time management and organizational skills in order to work effectively and proactively to meet established timelines. Ability to process large volumes of detailed information and work on multiple tasks and projects. Strong attention to detail and commitment to high quality work through consistency and accuracy. Strong relationship building skills within the team and across the organization, and embraces a culture of teamwork and collaboration and a passion for service excellence.

**The competition will remain open until a successful candidate is selected or until the competition is closed.**

Please visit OPB's Career page to apply <https://opb.talcura.com/candidates/home.aspx>

OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening. We thank all applicants, however, only those selected for an interview will be contacted.