



ACCOUNT MANAGER

Location: Summerside

Position: One (1) Full-Time Permanent Position Commencing Immediately

Hourly Salary Range: \$42.71 - \$53.38

Annual Salary Range: \$83,277 - \$104,096

Pay Level: 21 (FPEI Pay Plan)

Biweekly Hours: 75.0 (Monday to Friday)

Posting ID: 2024-01-FPEI

Closing Date: Tuesday, December 17, 2024 @ 5:00pm

Open to: Public

Finance PEI is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions.

What we offer:

- Employer paid health and dental benefits
- Pension Plan
- 3 weeks paid vacation annually
- Up to \$2,500 annual training funds

The **Account Manager** is responsible for effectively managing a portfolio of designated borrowing accounts at acceptable levels of risk and profitability. This position must exercise sound financial judgement and statement analysis in granting credit within delegated limits.

Duties include but not limited to:

- Conducting a thorough evaluation of credit risk, preparing comprehensive credit assessments, and making final decisions on all applications within assigned limits. Client funding requests or requirements in excess of assigned limits remain the responsibility of Account Manager to assess and provide recommendation to the next level of authority;
- Exercising effective credit control and protecting the Province's assets by monitoring financial results and operating trends for all assigned accounts;
- Minimizing the incidence of public losses of loan principal and/or interest revenue through implementation of effective collection efforts where necessary.
- Ensuring that credit related documentation stipulated in the authorization is accurately prepared, completed and registered properly;
- Identifying existing and prospective borrowers with developmental potential and facilitating start-ups and expansion of existing client base;
- Providing high quality, professional service to existing and potential clients and act as Finance PEI point of contact;
- Ensuring timely and accurate completion of loan assessments, security documentation, monthly and quarterly reports and accurate recording of client information as stipulated in loan offers; and
- Other related duties as may be assigned by the Employer.

Minimum Qualifications

- Bachelor's degree in business administration or a related field;
- Extensive experience (5+ years) in financial management including financial statement analysis, accounting methods, personal and corporate income tax and sales tax.
- Knowledge of lending practices including preparation of loan and security documents.

Other Qualifications

- CPA certification considered an asset
- Knowledge of Finance PEI programs considered an asset

Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

This competition may be used to fill future vacancies.

*Please apply online at [WorkPEI](#) by **Tuesday, December 17, 2024 @ 5:00pm.***