

**Job Title:** Bilingual Funding Analyst

**Job Type:** Permanent, full-time

**Reporting to:** Supervisor, Funding

**Summary:**

This full-time position reports to the Supervisor, Funding. The candidate will be responsible for auditing and funding new lease packages. The position involves reviewing and auditing lease documentation, deficiency follow-up, liaising with brokers, preparing and amending PPSA's, running and reviewing searches as required and data input into the system.

**Key Responsibilities:**

- Audit and fund new leases with an awareness of potentially fraudulent situations. The incumbent must always be focused on the big picture and ensure that our interests are protected.
- Review broker prepared document packages and compare them to the credit approvals, validating that the documents have been prepared within the parameters of the credit approval
- Coordinate with the Credit Department to ensure credit conditions are satisfactory and approved
- Ensuring payments are accurate and that vendors are assessing correct and appropriate taxes before requesting release of payment

**Requirements:**

The successful applicant will have a strong attention to detail and have the ability to work well under pressure and tight deadlines. A positive attitude with the ability to work well independently is crucial.

The successful candidate must be organized and accurate. Strong written and oral communication skills are required and proficiency in Microsoft Office is a must.

Candidates should also have an understanding of documentation processes/procedures, T-Value and PPSA rules.

**Qualifications:**

A University or college degree with a Business background is required (or equivalent work experience). Applicants must have 3-5 years of experience in a similar role.

Bilingualism in English and French is required.