Manager - Tax Operations

Requisition	R0000192433
Employer	RBC
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 19, 2026
Last day to apply	December 2, 2026
Posted deadline	December 3, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As the Manager, Canadian Tax Operations, you will play a key role in supporting the success of the annual Canadian tax reporting cycle and ongoing business priorities. In close collaboration with the Senior Manager, you will provide process leadership, business analysis and coordination between tax operations, technology, suppliers and project teams.

This opportunity is offered to combine Canadian tax expertise, strong analytical skills and project leadership to help process change, enhance operational efficiency and provide high-quality experience to clients, advisors and internal partners.

Responsibilities

- Lead assigned processes and provide operational leadership and support throughout the annual tax reporting cycle, including planning, readiness, enforcement and problem solving.
- Assist the Senior Manager in coordinating priorities, deliverables, communications and escalations of the fiscal season.
- Direct tax initiatives and projects from an operational perspective, including impact assessments, requirements, analysis, planning, monitoring and implementation.
- Lead communications initiatives, including communications with clients and field offices, presentation planning and support, and regulatory communications.
- Work closely with technology teams, project teams, service providers and suppliers to coordinate deliverables, manage dependencies and address issues.
- Provide operational comments on changes to Broadridge's tax system, including requirements, analysis, testing and implementation.
- Identify opportunities to simplify processes, reduce manual activities and improve efficiency, and help implement practical solutions.
- Analyze regulatory, business and system changes to determine the impact on processes, controls, data and operational delivery.
- Support the development and maintenance of procedures, training materials, process documentation and knowledge resources.
- Provide day-to-day guidance and subject matter support to team members and contribute to building broader team capability.
- Support the Senior Manager by providing leadership and employee development activities, when needed.

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- Effective partnerships between Tax Operations and the organization in general to ensure clear communication, harmonization and timely delivery.

Qualifications

Must haves

- 5 years and more experience in operations, banks or financial services, with demonstrated accountability for complex and regulated processes.
- Knowledge of Canadian tax reporting requirements, including non-registered tax slips (T5/T3/T5013/T5008) and CRA/RQ guidelines.
- Knowledge of RBC's Wealth Management Canada systems (Broadridge/TFP, OnDemand, Client Source).
- Excellent communication, presentation and stakeholder management skills.
- Candidates the role requires strong analytical and critical skills that are willing to challenge the status quo.
- Strong people management skills with experience in resource planning.
- Strong analytical and business analysis skills, with the ability to assess impacts and translate requirements into practical operational solutions.
- Ability to coordinate multiple stakeholders, priorities and deliverables with strong monitoring and accountability.
- Advanced technical skills (Microsoft access, Excel, PowerPoint and communication tools).
- Experience in developing training, procedures and knowledge materials.
- Proven ability to lead teams, manage competing priorities and meet critical regulatory timelines.
- Strong problem-solving capabilities, with a forward-looking and continuously improving mentality.

Assets

- Completion of the Canadian Securities Course (CSC).
- Knowledge of FATCA, CRS and QI/U.S. tax systems
- Context of process improvement, automation or operational efficiency.
- Exposure to regulatory changes and operational readiness.
- Leadership, coaching or development capabilities of employees.

Pay and benefits

RBC teams aim to grow by working together, thinking ahead and giving dependable advice that helps clients and communities prosper. They support one another, develop their potential and strive for outcomes that benefit the communities they serve as well as the bank.

- A comprehensive total premium program including flexible premiums and benefits.
- Ability to make a difference and have a lasting impact.
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- Opportunities to do challenging work.
- Knowledge of collaboration with third-party service providers and technology providers.

Job Skills

Client Service, Client Service Management, Decision-making, Interpersonal Relationship Management, Investment Performance Measurement, Business Delivery, Process Improvements, Risk Management, Time Management, Cash Management

RBC accepts applications until 11:59 p.m. on the day before the posted deadline.

Our Employment Opportunities

RBC works as One RBC and follows five shared values: putting clients first, integrity, collaboration, respect and excellence. As one of the world’s largest and most successful banks, it sees inclusion and different perspectives as important to continued growth. RBC supports staff in doing their best work, working together, innovating and developing professionally. Its policies and programs foster respect, belonging and opportunities for everyone to create value for clients and communities.

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Talent community

People who join RBC’s talent community can receive new postings, career advice and recruitment event updates tailored to their interests.

RBC’s careers portal shares information about career paths and how its teams contribute to client and community well-being.

RBC is accepting applications for an existing vacancy. Qualified applicants may hear from the recruitment team for a more detailed review of their résumé.

Search for requisition R0000192433 on the RBC careers portal.

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