

# **OPERATIONS SPECIALIST**

## **Position Overview**

A growing Institutional and Private Asset Management firm is seeking an enthusiastic, detail-oriented Operations Specialist responsible for back office duties. The ideal candidate will be self-motivated, possess exceptional problem solving and analytical skills, be a team player and be able to multi-task a variety of responsibilities.

## **Essential Job Functions**

- Perform trade processing and affirmation duties including, posting trades from the trading system into the accounting system intra-day, affirming trades, communicating with internal trading desk, brokers/dealers and custodian banks to resolve any problems affecting contractual settlement.
- Perform portfolio reconciliation duties including, posting contributions/distributions, posting in-kind receipts/disbursements, monitoring cash balances on a daily basis in all accounts and the communication of this information to all interested parties under the direction of the department manager.
- Resolve any problems that arise during the normal valuation/cash management process.
- Reconcile assigned accounts on a daily and monthly basis within a prescribed time frame.
- On-board new accounts, processing changes to account and custodian information under the direction of the department manager.
- Perform various administrative duties under the direction of the department manager.

## **Requirements**

- Bachelor's Degree in Finance
- Minimum of 5 years of experience in the financial services industry, preferably with an investment advisor
- Knowledge of Advent Software products such as APX and Moxy preferred.

## **Other Skills/Abilities**

- Strong oral and written communication skills
- Excellent problem solving and analytical skills, be self-motivated, organized, detail-oriented and a team player.
- Diligent follow-up skills
- Strong organizational skills, with the ability to prioritize and multi-task
- Exhibit the ability to work independently in a fast-paced environment
- Strong mathematical skills