



Job Description for Operations Analyst

Job Summary

The operations analyst is a key member of the operations team supporting data management, client reporting, trade processes, and problem resolution. This person will work closely with the Client Support Services manager and the operations team to ensure integrity of the data systems. This position requires strong computer skills, attention to detail, positive professional attitude, and ability to work in a team environment.

Duties and Responsibilities

Operations Analyst can expect to focus their work in the following areas:

- Maintain portfolio accounting and trading systems (*Advent AXYS, REX, & Moxy*) and interface with all areas of the firm.
- Ensure daily prices and custodial files are implemented on a timely and accurate basis.
- Perform daily and weekly electronic reconciliation of systems to custodial records.
- Create and verify client performance files.
- Resolve trade settlement issues in a timely manner.
- Identify workflow/system improvements and work with supervisor and operations team to enact change.

Qualifications

The Operations Analyst position typically requires the following qualifications:

- Bachelor's Degree from an accredited college or university
- A friendly professional demeanor and ability to excel in a team oriented environment
- Strong proficiency with Microsoft Office suite especially Excel; Basic VB knowledge preferred
- Strong analytical and detail-oriented aptitude; a high degree of accuracy is required
- Excellent communication and organizational skills
- Ability to manage time effectively, set priorities and meet deadlines
- Ability to learn and adapt to change
- Desire/ability to work successfully in a small company environment

Salary and Benefits

Pay/benefits are competitive based on industry standards.

- Salary will be based on experience
- Bonus
- Benefits include: health care, 401(k)

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