Portfolio Analyst

Company	RhumbLine Advisers
Location	Boston, MA
Compensation	Competitive
Position Type	Permanent
Employment Type	Full Time
Updated	November 17, 2011

Our business is based on one concept – an unwavering commitment to exceeding client expectations through exceptional performance and ethical conduct in investment management services as well as client service.

Candidate must be extremely detail-oriented and willing to work under pressure to meet tight deadline requirements. Associate will perform detailed reconciliation of portfolio activity, including research and resolution of outstanding discrepancies to ensure data accuracy with our custodial database. Other responsibilities may include maintenance and processing of system data relating to mergers and corporate action activity as well as participation in tasks relating to system maintenance. In addition, the candidate will perform performance analysis on select accounts. Lastly, the individual will have the responsibility of handling DTC affirmation for the entire company on a daily basis. Flexibility, critical thinking, and a strong initiative will be keys to success.

Qualifications:

- College degree and 2+ year's industry experience.
- Experience working with automated downloads and/or financial accounting systems.
- Proven analytical, evaluative, and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative atmosphere.
- Proficiency in Advent a plus.
- Administration of the portfolio management system, Advent Axys.
- Maintenance of data integrity by daily input, review and reconciliation of data via automated feeds.
- Preparation and distribution of monthly and quarterly reports as well as response to internal and external reporting requests.
- Support of managed accounts by processing necessary paperwork for accounts, tracking, and monitoring account/asset transfers, processing transaction requests as directed.

Primary Responsibilities:

- Reconciliation of accounts to the custodial system.
- DTCC Trade affirmation.
- Mutual Fund and separate account Cash Flow Tracking & posting.
- New Account Setup for Managed Accounts.
- Corporate Actions.
- Consultant Requests and Databases.
- Daily Cash and Position reconciliations.