

Job Description

Job Title

Operations Assistant

General Job Description

Provide operational support to the Senior Operations Officer, reconciling internal records with custodian records through the download process; opening and closing investment accounts for clients; performing performance calculations, asset allocation compliance testing, account reconciliations, and billing functions; providing administrative support to the Sales and Marketing Department; providing support and periodic reporting for the Investment and Management Committees; providing support for the Annual Planning Meeting; providing backup support for the Company's website maintenance; and providing administrative assistance to the Director of Research, System Administrator, Portfolio Assistants, other Operations Assistants, and the Administrative Assistant.

Specific Job Description

1. Perform:
 - a. Daily reconciliation and downloading of prior day's custodial information
 - b. Account opening, as needed, including:
 - i. Entering original cost data for all securities
 - ii. Preparing and mailing account opening forms and monitoring the return of forms
 - iii. Preparing and delivering acknowledgement letters and on-boarding binders
 - c. Account closing, as needed
 - d. Monthly account, group, and composite performance calculations, record-keeping, reporting, and compliance testing
 - e. Monthly asset allocation compliance testing
 - f. Monthly reconciliation of manual accounts
 - g. Quarterly billing
2. Provide administrative support to the Sales and Marketing Department, including:
 - a. Preparing:
 - i. Marketing presentations
 - ii. Responses to requests for proposals
 - iii. Responses to surveys (e.g., Fidelity and Schwab benchmarking studies, investment and wealth management surveys)
 - iv. Advertisements
 - b. Event planning
3. Provide support and periodic reporting for the:
 - a. Investment Committee:
 - i. Weekly – produce AUM, purchases and sales, and block trade reports
 - ii. Monthly – prepare additions/deletions, commonality, and top holdings reports
 - iii. Creation of other presentations, as required
 - b. Management Committee – produce quarterly:

- i. Additions/deletions by portfolio manager
 - ii. Sources of new business
 - iii. Reasons for account closings
4. Provide support for the Annual Planning Meeting, including:
 - a. Historical corporate account and Crystal Partners portfolio reviews
 - b. Performance attribution
 - c. Various other reports
5. Provide back-up support to the System Administrator for the Company's website
6. Provide administrative assistance, as required, in support of Portfolio Assistants, other Operations Assistants (e.g., reconciliation of Advent portfolio statements with custodian records), and the Administrative Assistant
7. Perform other duties, as assigned by the Senior Operations Officer, Chief Financial Officer, and President

Skills & Knowledge

1. Broad knowledge of equity and fixed income investments
2. Excellent PC, Excel, and Windows knowledge
3. Ability to multi-task and prioritize independently
4. Strong team orientation and initiative to improve office productivity
5. Excellent personal work habits, initiative, and character
6. Basic accounting knowledge

Reports to:

- Senior Operations Officer – for all accountabilities, except performance for which the Operations Assistant reports to the Chief Financial Officer

Last updated: January 28, 2020