

Operations Associate

Chicago Equity Partners, LLC is a premier mid-sized investment management firm with approximately \$7 billion in institutional assets under management. We offer a full range of domestic equity, fixed income and alternative strategies for our clients, which include public funds, Taft-Hartley plans, corporations, foundations and endowments, and sub-advisory relationships throughout the country and around the world.

Overview:

The Operations Associate, reporting to the Director of Operations, will focus on ensuring efficient trade settlement and daily portfolio accounting. This position requires a high degree of accuracy and math aptitude. A successful candidate must be able to manage a variety of routine and complex accounting functions at one time, and to work effectively in a team environment.

Working knowledge of or aptitude for Advent Axys, ACD & Rex, Omgeo Alert & Oasys, Eze OMS, Bloomberg Terminal, Electra (ACTioN) Settlements, Bloomberg STP (FailStation), and other systems.

Responsibilities:

- Perform all daily trade settlement activities
- Maintain trading/accounting records and daily EOD trade entry
- Research and resolve "Failed Trades"
- Respond to internal and external requests for information
- Maintain integrity of financial and confidential data
- Set-up and maintain broker and account delivery files and information in Alert and Settlements
- Set-up new securities and perform data changes in Axys and Eze
- Daily positional and transactional download using DataExchange, ACD & BAA
- Exception based reconciliation of positions and transactions daily
- Assist with periodic compliance and regulatory projects
- Become a true partner to the Director of Ops and strong team member
- Opportunity to learn additional functions available

Personal Characteristics:

- Self-motivated with an exceptional ownership mindset
- Strong client service mentality with a sense of urgency with positive disposition with a high degree of judgment, initiative and discretion
- Proactive, anticipates and acts before the need arise: Willingness to take on new tasks
- Strong work ethic, outgoing, personable, and service-oriented
- Good judgment: demonstrated ability to make independent decisions in the face of ambiguity
- Articulate, open communicator and true team player; holds self and others accountable for results
- Flexible; willing to work outside traditional business hours, when needed
- Completely trustworthy and discrete (background check and NDA required)

Skills/Experience:

- Bachelor's degree preferred.
- 2+ years' experience in trade settlement and/or back-office operations.
- Financial industry knowledge, equity and bond experience preferred
- Knowledge of the Microsoft Office Suite, and a math aptitude with strong Excel skills
- Detail oriented with multi-tasking abilities

Please e-mail cover letter and resume to careers@chicagoequity.com. We will only contact qualified candidates.

Chicago Equity Partners is an equal opportunity employer, committed to diversity in its workforce (M/F/D/V).