

Position: Operations Specialist – Corporate Actions

Department: Investment Operations

Summary:

The Operations Specialist is involved with many different areas of responsibility in Investment Operations. Primary responsibilities are portfolio reconciliation and corporate actions processing. The Operations Specialist will also be involved with individual or group projects and initiatives as they occur.

Responsibilities:

- Provide Operational support for Advisory & private wealth accounts.
- Utilize automated reconciliation system for assigned accounts (daily/monthly) to ensure that all accounts are in proof daily and positions monthly or ad-hoc.
- Research cash, transaction and position discrepancies between GW&K and custodian banks via internal systems and external custodian sites. Work with trade settlements and other groups, and utilize custodian web tools to research and resolve account issues and discrepancies timely in an effort to maintain data integrity and minimize financial risk.
- Ensure corporate action events are reflected correctly and client accounts reflect these changes and reconcile with the custodian bank.
- Conduct/review data checks each day to ensure information on GW&K's system is accurate. Troubleshoot & resolve data issues timely.
- Closely monitor our Corporate Actions Dashboard and other data sources to be able to process actions accurately and timely.
- Contact custodians to ensure proper booking of corporate actions in client accounts.
- Work with portfolio managers & or traders to choose election on corporate actions.
- Work with traders for adding and removing trade restrictions on securities.
- Process transactions to core accounting systems where necessary as related to client accounts.
- Other responsibilities as determined by the group manager.

Qualifications:

- College degree and 1-2 years prior related industry experience.
- An understanding of (or a desire to understand) portfolio accounting & investment process.
- Familiarity with characteristics of domestic & international equities, municipal bonds, corporate bonds, and mortgage backed securities.
- Interest and desire to understand technology related issues, tasks and responsibilities. Participate on technology initiatives.
- Computer literate; experience learning new database systems, familiarity with SQL query writing is helpful. Interest in writing excel macros a plus.
- Excellent attention to detail a must.
- Problem solving and analytical skills. Must trouble shoot one-off problems and investigate issues as they arise, timely.
- Willingness to learn about investment management from the operational level and apply that knowledge daily.
- Engaged, motivated, inquisitive, accountable, service oriented team player.
- Ability to prioritize responsibilities and multi task to ensure completion of work and resolution of day to day issues within the established timeframes.