



## Portfolio Operations Associate Job Description

### Job Summary:

The Portfolio Operations Associate position provides high quality support to RWM's advisors by working closely with the portfolio manager, custodians, and our internal operations team to maintain the trading platform and technology and provide operational support.

### Job Accountability:

The Portfolio Operations Associate is a member of the Investment Operations team and reports to the Chief Investment Officer.

### Duties and Responsibilities:

- Develop an understanding of firm model portfolios and advisory teams.
- Proactively communicate with manager, advisors, and custodians as needed.
- Assist with maintenance and rebalance of firm-managed models.
- Assist on special projects and ad hoc assignments.
- Aid with management of the firm's Performance Reporting software.
- Work with advisory team and investment operations team to set up systems in accordance with optimal investment allocation/strategy/implementation needs.
- Work with Chief Operations and Chief Investment Officers on various tasks including Fee Billing and Data Cleanup.
- Collaborate with Chief Compliance Officer and Trading Assistant to ensure compliance needs are being met.
- Monitor, track, and report firm trades and transactions.

### Specific Skills:

- Bachelor's degree in business, finance, computer science, engineering, or related field or equivalent work experience.
- FINRA Series 65 encouraged, but not required.

### It would be great if you had:

- 1-3 years' experience working in investment management or financial advisory services.
- Proficiency in Excel.
- Understanding of industry compliance fundamentals.
- Series 65 or equivalent.
- Experience with Tamarac or other portfolio accounting system.

### Personal Qualities:

- Detail-oriented with a high degree of accuracy in your work product.
- General interest in markets and trading (but no specific experience required).
- Able to maintain strict confidentiality.
- Able to effectively interact with coworkers at all levels.
- Able to adjust priorities among a variety of tasks and an occasionally heavy volume of tasks.
- Comfortable with multi-tasking.

- Critical thinker and problem solver.
- Able to manage multi-step, complex procedures.
- Exhibit professionalism and composure in stressful situations and in meeting short deadlines.

**Salary and Benefits Information:**

- Company covered employee medical and dental benefits.
- 401(k) plan with safe harbor matching employer contribution and discretionary profit-sharing plan.
- Employer sponsored health insurance and STD/LTD.
- PTO and Paid Holidays.
- Hybrid/location flexible work environment: 3-1-1.
- Membership to local gym .