

VIGILANT Capital Management, LLC

JOB POSTING: Investment Operations Associate

DATE: January 2022

Vigilant Capital Management, a growing wealth management firm with more than \$2.2 billion under management, is looking for an Investment Operations Associate to join its dynamic and talented team. This role supports the Investment Operations Director in managing the Firm's portfolio accounting, trade order management, and performance reporting system. The role also serves as a member of the trading team, executing trade instructions that come from the Firm's portfolio managers.

This role will be based out of our Portland, Maine office. Vigilant is a hybrid work environment with a combination of working in the office and from home. There could be occasional travel to the Portsmouth, NH office.

ESSENTIAL JOB FUNCTIONS:

- Manage the daily maintenance of the portfolio accounting system to include; security setup, report functions, data discrepancies, cost basis reporting, etc.
- Manage the opening and maintenance of new client accounts & reporting groups in the Portfolio Accounting system
- Conduct the daily reconciliation of investment data files within the firm's portfolio accounting and performance measurement system
- Communicate trade allocations with various custody relationships, monitor the settlement of trades and handle discrepancies
- Review cash positions and alert on overdraft status, manage cash liquidity requirements of all accounts
- Manage security & account restrictions in accordance with the firm's Compliance program
- Support the process for Quarterly Client Statement generation
- Support the generation of Firm Quarterly Performance Composite information
- Manage the documentation for all client fee schedules and maintenance of fee groups
- Coordinate the monthly calculation & review of investment management fees using the firm's portfolio accounting and reporting system.
- Work with the firm's Chief Compliance Officer (CCO) and any 3rd party compliance professionals contracted by the firm, to conduct reviews of the compliance policies and procedures and testing
- Support the process for periodic filing requirements to the SEC
- Support the Books & Records requirements of the firm's Compliance program as a member of the Books & Records Committee
- Act as one of the firm's traders in executing trades that are established in the Trade Order Management System by PMs and follow the trade instructions communicated by the PM
- Execute trades through the Firm's various trading partners as instructed by the PMs and oversee the trade instructions through the settlement process between trade desks and the appropriate custodians
- Manage the Trade Order Management system and utilize all appropriate functionality that can lead to enhanced output and more efficient processes within the investment functions of the Firm
- Make appropriate adjustments to the risk profile models in the Trading system that are established and adjusted by the Firm's Investment Policy Committee (IPC)
- Other miscellaneous tasks and responsibilities, where the above list is not intended to be all-inclusive

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in Microsoft Office suite, including word processing, spreadsheets, and presentations
- Knowledge of or an aptitude for learning the Tamarac Suite (portfolio accounting, reporting and rebalancing software), Microsoft Teams and Schwab Institutional website
- Meticulous attention to detail, particularly as it relates to portfolio accounting and reconciliation, trading activities, compliance matters, and custody issues
- Ability to effectively manage time, establish priorities, meet deadlines and multi-task in a fast-paced environment
- Ability to work both in a team-oriented environment and independently
- Strong oral and written skills
- Ability to adeptly handle confidential information and sensitive situations - position continually requires discretion, tact and diplomacy
- Ability to work beyond standard office hours and attend offsite events, as necessary, while properly managing and accounting for work time
- Ability to travel between offices, typically in Maine and New Hampshire

EDUCATION AND EXPERIENCE:

- College Degree or equivalent
- Minimum of 1 year of financial services experience in an operations capacity preferred
- A background in finance, whether educational or through direct work experience, is required
- Experience with CRM related software is a plus
- Experience with schwabinstitutional.com is also a plus

WHY WORK AT VIGILANT CAPITAL MANAGEMENT:

- Fantastic office locations in downtown Portland, ME and Portsmouth, NH
- Very competitive salary and bonus plan
- Excellent benefits
 - Employer-paid employee health insurance
 - HSA contribution
 - Employer-paid employee dental and vision plan
 - Employer-paid life and disability plans
 - Profit-sharing contributions, with exclusive company-managed investment option
- Generous PTO plan
- Support for professional designations and continuing education
- Bi-annual company events
- And more

NO PHONE CALLS OR RECRUITERS PLEASE

Vigilant Capital Management is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.