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# Example of Associate, Portfolio Job Description

Our growing company is looking for an associate, portfolio. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, portfolio

* Support the management of all aspects of client relationships, including, but not limited to communication, trading, and coordination with Portfolio Managers, Portfolio Analysts, Compliance, Sales/Marketing and Trading Desk
* Lead and conduct operational due diligence as it relates to both risk management and efficiency analysis on the institutional trading desk
* Manage the process in relation to the accurate transmission, trade exception monitoring, and troubleshooting for Mutual Fund trades with internal clients and external partners
* Manage the entry of trades into trading platforms and oversee the completion of the trades by monitoring and communicating with Traders to ensure that orders are executed as specified
* Proactively identify and participate in the evaluation of new accounts with Compliance Team to determine and evaluate restrictions and guidelines
* Ongoing regulatory support of mailing for new accounts (ADV, welcome letter )
* Responsible for complex research, analysis and processing of accurate market values and performance information for client and internal reporting
* Assess income recognition on complex fixed income instruments and identify/resolve issues with system generated accruals
* Analyze fund/account data to identify potential problems and develop appropriate solutions and recommendations
* Prepare reports for internal and external customers including the maintenance of supporting documentation

## Qualifications for associate, portfolio

* Adhere to the company’s culture of thoughtful analysis and bias for action
* Exercise exemplary corporate citizenship including strict adherence to compliance requirements
* At least two years financial industry experience
* Advent APX or Moxy experience (advanced use/proficiency) is beneficial
* Charles River experience is beneficial
* Experience in using FactSet, Bloomberg, and Lipper LANA