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# Example of Investment Operations Job Description

Our company is looking to fill the role of investment operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for investment operations

* Direct the annual audit by preparing investment-related materials and excel schedules, responding to external auditors or internal requests/inquiries
* Collaborate with the Finance Division on tax reporting requirements and provide information to external tax consultants on foreign domiciled investments, transactions, and ownership interests for the organization’s foreign filings (form 926, 5471)
* Ensure that internal financial controls and valuation processes meet accounting standards, audit requirements, and industry best practices
* Document departmental procedures and backup other critical investment operations functions
* Ensure investments are completed and maintained in line with market requirements
* Oversight of appointed service providers re delegated duties
* Review of Financial Statements and oversight of external audit projects
* Settlement of cash transactions
* Authentication of electronic and/or paper based trade tickets and provision of settlement direction to external service providers within established time frames
* Conduct a daily review and investigation of the Forecasted Income Report to ensure that Treasury has an accurate forecast of the cash flow

## Qualifications for investment operations

* Prior experience in hedge funds or fund of hedge funds is required
* Prior experience with trust, including interpretation of legal documents
* Attention to detail and an eagerness for quality
* Knowledge of Fund Administration System
* 2 - 4 years of operations and/or related experience
* Knowledge of Omgeo Oasys and Omgeo CTM a plus