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# Example of Operations Associate Job Description

Our innovative and growing company is hiring for an operations associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operations associate

* Reviewing mandatory and voluntary corporate action events (stock splits, stock dividends, spin-offs, exchanges, mergers, tenders, consents, ) and ensure that they are maintained properly in internal portfolio accounting system and by external counterparties
* Preparing daily Funds’ performance after market close, including valuation of portfolio and Profit & Loss review
* Working with fund administrator on daily fund accounting and operational workflow and month-end close
* Project oriented work to assist with various operational functions, including counterparty exposure, collateral management, treasury, regulatory and exposure reporting
* Identifying opportunities for automation and other process improvements
* Working with various technology vendors to implement
* Daily position and market value reconciliations with counterparties/prime brokers and investigate differences
* Daily cash reconciliation of all cash/collateral accounts
* Daily trade input into portfolio management system
* Confirmation documentation and review process—code new confirms, perform initial review, maintain status report, chase outstanding confirmations

## Qualifications for operations associate

* Daily pnl/end of day procedures
* Trade settlements/collateral calls
* Preparation of monthly NAV support package and position valuation
* Monitor daily trade events (rolls, fixes, coupons, ) to assist portfolio management
* Trade processing and settlement of U.S and International securities
* Reviewing and management of daily cash and position reconciliations