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# Example of Operations Specialist Job Description

Our growing company is hiring for an operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations specialist

* Reconcile daily cash balances & transactions against the custodian, and independently resolve discrepancies
* Reconcile daily trial balances and positions when applicable
* Resolve failing trades
* Communicate with brokers and custodians
* Understand tri-party relationship between the firm and custodian/prime broker
* Monitor for overdrafts and other potentially costly situations
* Act as a liaison to Portfolio Managers, brokers, and custodians for all accounting issues
* Reconcile daily cash balances and transactions against the custodian, and independently resolve discrepancies
* Understand tri-party relationships
* Have a working knowledge of different securities

## Qualifications for operations specialist

* Able to understand and interpret applicable regulations and take the proper actions
* Affinity to Accounting, Tax numbers in general
* 1-3 years of relevant experience working with equity products preferably in Asset Management
* Working knowledge of different securities (domestic & international equity, shorts, swaps & options)
* Understand the trade settlement process for equity securities and the necessary steps to facilitate settlement
* Understand corporate actions, dividends, tax reclaims, accruals, and FXs