



Example of Asset Management Operations Job Description

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Our company is searching for experienced candidates for the position of asset management operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for asset management operations

- Evaluate the accuracy and completeness of Control Self Assessments (CSA)
- Have the primary responsibility to identify optimal operational workflow to support new instruments/products and engage with industry peers to identify industry wide operational issue and look for improvement opportunities
- Responsible to partner with the business and internal teams on operational readiness to comply with regulatory reforms and market driven events
- Manage Operational Risk in aligned functions
- Represent Risk as subject matter expert on cross-functional risk and regulatory initiatives/projects
- Assist with the timely and accurate preparation and/or review of the quarterly invoices for the Institutional Client business
- Assist with the planning of billings process to ensure completeness and timeliness are maintained
- Liaise with administrators to ensure adequate supporting documentation on file for client invoices and co-ordinates the review process with them ensuring appropriate authorization is obtained before collection and invoice mail-out occurs
- Performs monthly/quarterly analysis of various general ledger accounts as required
- Assist Accounts Payable Clerk with filing and any ad-hoc tasks

Qualifications for asset management operations

- Program / Project Management preferred
- Two to four years of financial/operational experience
- 3 - 5 years post-secondary experience
- Service orientation, sense of urgency, ability to manage clients' expectations professionally
- Three to five years of financial/operational experience