



# Example of Corporate Actions Job Description

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Our innovative and growing company is hiring for a corporate actions. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate actions

- Validate and calculate complex corporate actions
- Planning, parametrisation and maintenance of Corporate Actions Rule Set
- Clear ledger receivables / payables upon receipt or payment of funds
- Reconcile and resolve exceptions
- Candidates must also vast a vast knowledge of overall asset services and overall operations to determine the impact of a voluntary event across multiple businesses
- Assist with identifying and research variances in multiple internal clearing accounts and bank reconciliation reports while working with custodians and other broker dealers to resolve differences
- Review of processing entitlement transactions
- This person will be responsible for the day-to-day management of a staff of ~6 custody associates
- Support and complete client inquiries and requests
- Reviews reconciliations of client holdings versus agent holdings to ensure accurate corporate action transaction processing

## Qualifications for corporate actions

- Ability to read a Prospectus and extract key Voluntary processing information
- Ability to read stock record and trading activity and identify accounts eligible to participate and short account subject to liability
- Detailed knowledge of the ADP processing platform

- In-Depth knowledge of DTCC settlement systems, and methods