



# Example of Investment Operations Job Description

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Our innovative and growing 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

- Private Equity Accounting
- Assists with all accounting processes, including producing monthly financial statements for the portfolio, and coordinating the monthly financial close of the organization
- Assists with monthly reconciliation of externally managed accounts in conjunction with custody bank accounting team
- Producing quarterly and other periodic performance reporting packages to optimize reviews and communication with clients
- Providing client teams with commentary on report trends and performance variances
- Executing ad hoc requests leveraging APX's functionality and capabilities
- On-boarding new client(s) into APX by setting up profiles and accounts
- Reviewing and monitoring daily reconciliation of client investment portfolios and securities pricing in the portfolio management system
- Assisting in maintaining accurate data files used for reporting
- Assisting in researching various investment topics and products

## Qualifications for investment operations

- Knowledge of Streetscape/BPM or NF systems a plus
- Overtime will be required during periods of high work volume
- 1 to 2 years of IRA or disbursement processing preferred
- A minimum of four years of experience in the investment management

- Experience with private placement alternative investment vehicles such as hedge funds or private equity funds is a plus
- Current FINRA Series 7 and Series 63 or 66