



Example of Operations Processor Job Description

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Our innovative and growing company is looking for an operations processor. 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 processor

- Scan and key designated information for the scanned documents
- Interprets and processes transactions in all areas of FundAccess Operations to include, but not limited to, trade verification, settlements, share registration, dividend and income balancing, reconciliation, and research and problem resolution
- Researches, validates and responds to problems identified with trade discrepancies between Vanguard and our trading partners
- Obtains daily reports for Fund/Serv or Non-Fund/Serv trading to compare trade records
- Monitors trade restrictions for funds to ensure compliance with fund policies
- Works with other units to transfer shares through ACATS and Non-ACATS to correctly register shares
- Monitors suspense accounts for payments received
- Responds to incoming calls on the helpline
- Identifies team work flow related issues that could affect the level of service provided to our clients
- Review account transactions to assess appropriateness

Qualifications for operations processor

- Preferably 8 years experience in Trade Finance Department **MUST**
- Good knowledge of UCP

- Work in partnership with various global locations
- Be a self starter and rally and encourage diverse thought process
- Result oriented, accepting responsibilities, self driven