



Example of Operations Specialist Job Description

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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 corporate actions, dividends, tax reclaims, accruals, and FXs