

About Xponance

Xponance is a registered multi-strategy investment firm with approximately \$13 billion in assets across multiple strategies. Our entrepreneurial culture is driven by the company's dual objectives of serving clients as a trusted and value-added solutions partner, we continually endeavor to provide investment excellence generated by diverse and entrepreneurial professionals. We strive to be an industry leader and "force-multiplier" for diversity and client engagement. Xponance offers actively managed global, international, and emerging market equity strategies via a multi-manager structure; internally managed active US fixed income, systematic equity, active and passive equity strategies; and diverse and emerging and woman owned alternative GP Seeding and Staking strategies. Our technology subsidiary, Aapryl, LLC, offers a web-based analytical platform that assists asset owners in portfolio, asset manager and risk due diligence as they seek external partners to fulfill their fiduciary duties.

Opportunity – Performance Operations Analyst

The employee in this position calculate performance, settles trade, updates the portfolio accounting system, reconciles account positions, and is responsible for client reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reconcile accounts.
- Issue written and oral instructions to custodian banks, brokers, and other necessary parties for trade settlement.
- Investigate pricing discrepancies in the portfolio accounting system.
- Review entries on client bank statement pertaining to cash or securities transactions to determine whether funds were received or disbursed according to predetermined schedules, or instructions received from clients.
- Examine trade documentation for exactness, neatness, and conformance to policies and procedures.
- Enter trade tickets in the portfolio accounting system.
- Trade settlement.
- Review statements of transactions (such as confirms of purchases and sales of securities), compares items with records to verify accuracy, and enters details in accounting system.
- Prepare records and transmittal documents for transactions involving purchase or sale of securities.
- Adjust trade errors.
- Produce monthly and quarterly client performance reports.
- Determine procedures necessary to expedite workflow.
- Monitor managers for adherence to client investment guidelines.
- Assist with client onboarding and portfolio transitions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Bachelor's degree (B. A.) from a four-year college or university with a degree in business, finance, or related field, or equivalent preferred
- Good time management and prioritization skills
- 3 to 5 years of relevant experience
- An understanding of equity and fixed income securities
- Familiarity with investment operations systems: Bloomberg, FactSet and SS&C Advent.
- A high degree of PC proficiency is required.
- Good quantitative skills and attention to detail are essential.
- Travel Required.

SKILLS

LANGUAGE SKILLS

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports and correspondence. Ability to write reports, business correspondence, and procedure manuals Ability to speak effectively to groups of clients, outside vendors or employees of organization. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond to common inquiries or complaints from clients or their representatives and regulatory agencies.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages and to draw and interpret bar graphs. Ability to apply basic mathematical concepts such as adding, subtraction, multiplication, division, percentages are mandatory. Conceptual understanding of the reconciliation process is mandatory.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Candidates interested in the Research Analyst opening can forward a resume to:
careers@xponance.com.