

**Reference Number:**

5679

**Job Description:**

You will be responsible for the day-to-day operations of the trade settlements function, including management of the team supporting this aspect of the business.

You will be a key member of the Investment Operations team taking a leadership role in promoting efficient workflows, managing operational risk and supporting new initiatives for the firm.

You will work closely with other members of Investment Operations and Technology teams as well as the Traders and Client Service Associates.

You will have significant contact with all of the broker-dealers and custodian banks they interact with.

**Duties:**

Manage post-trade processing and provide guidance for timely resolution of trade settlement issues

Escalate issues with broker-dealers and custodians, as needed

Provide periodic coverage and create opportunities to streamline operational support for 24x6 global equity and fixed-income trading

Liaise with other departments to address trade related inquiries

Participate in firm-wide initiatives and projects as needed, including due diligence on new asset classes

Identify workflow/system improvements and work with technology and operations team to enact change

**QUALIFICATIONS:**

4 year college degree (B.S. or B.A) with an excellent academic record

8+ years of experience with trade settlements across a wide spectrum of both domestic and international asset classes, including equities, bonds, FX and derivatives

Strong working knowledge of the full range of Omgeo applications required; GTSS, BBH Infomediary, and Eagle STAR preferred

Strong analytical and problem-solving skills

SEND RESUME AS AN MS WORD ATTACHMENT TO [diane@dmstone.com](mailto:diane@dmstone.com)