**Reference Number:**
5695

**Job Description:**
This fast-growing, focused investment management firm that has provided disciplined portfolio management for individuals, retirement accounts, trusts, family offices, corporations, endowments and foundations across separately managed accounts and mutual funds for the past 30 years.

Job Summary
The Director of Operations position will report directly to the Chief Operating Officer and will work with other members of the trading and operations team to address a variety of organization objectives. You will have an aptitude for financial and investment concepts, and work well under pressure. Attention to detail is a must as you will be tasked with oversight and quality control. The Director of Operations is an important position.

DUTIES:

Deep involvement in the overall day to day operations of the advisor. This may include but will not be limited to the following:

Trading:

Trade execution through various applications including Advent MOXY and Bloomberg EMSX.

Modeling large block trades for various clients and institutions in close coordination with the Portfolio Manager.

Maintenance of WRAP accounts within the firm’s systems to ensure conformity with model portfolios.

Ongoing support of Portfolio Managers and Research Team by providing detailed reporting.

Some assistance to the Investment Research team with ad-hoc projects when tasked.

Operations:

Liaising with premier financial institutional partners trading and back-office departments.

Portfolio accounting systems oversight. This may at times include account reconciliation and assistance with trade breaks or settlements.

Compliance:

Maintenance and review of portfolio trading restrictions within the firm?s order management systems.

Working with the Chief Compliance Officer to maintain a culture of compliance within the organization.

Project Management:

Work with other team members to evaluate and implement new systems and processes.

Involvement in the overall design of the IT infrastructure at the Firm.

QUALIFICATIONS:

The ideal candidate will have a minimum of 10+ years? experience working in a similar position within an RIA or brokerage firm.

Experience working with OMS and EMS systems such as: Advent Moxy, Eze OMS, Charles River, Fidessa, RealTick, ITG, and EMSX.

Experience working with various portfolio accounting systems. Prior experience working with programs such as Advent AXYS or APX is a plus.

Knowledge of financial markets, investment products and services is a must.

Candidate must be attentive to detail, diligent, willing to learn new things and a team player.

Well versed in the use of all Microsoft Office Applications.

Proficiency in Bloomberg.

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com