

JOB OPPORTUNITY

Position: Operations Specialist
Reporting to: Director, Information Technology
Job Term: Full time
Hours: 7 am – 3 pm

Key Responsibilities

- Data validation/scrubbing between in-house central database and other sources
- Manage daily batch job schedule, debug and rerun failed jobs
- Ensure that changes to portfolios benchmarks and asset mix are updated in the central database and across all applicable systems
- Ensure that portfolio restrictions are correctly coded in the database and across all back office platforms
- Generate and distribute relevant reports
- Keep procedure manuals up to date
- Provide support to interdepartmental staff, as required

Requirements

- Solid knowledge of SQL architecture and commands is a must
- Extensive understanding of RDBMS
- Proficiency with SS&C Pacer database is strongly preferred
- Experience with Bloomberg terminal is a plus
- Proficient with Microsoft Office with advanced knowledge of Excel
- Familiarity with portfolio accounting practices, reporting, and trading
- Exceptional attention to detail
- Ability to multitask and prioritize to meet tight deadlines
- Self-starter, able to work under minimal supervision
- Strong analytical and problem solving skills
- Team player with a positive attitude

To apply, send your resume to careers@beutelgoodman.com