

Reconciliation & Investment Specialist

Job Brief

This position will serve as a cross-functional team member within the Operations Team providing reconciliation and investment processing support to both the trust and recordkeeping areas. The key focus of this role will be to complete the necessary reconciliations and ensure that reconciling items are cleared in a timely manner. Additionally, this position will provide oversight of the third party securities processing and investment analysis support for ClearPoint managed mutual fund models.

RESPONSIBILITIES:

- Oversee the daily reconciliation of the fiduciary accounts, clearing reconciling items in a timely manner
- Monitor reconciling items between the trust and recordkeeping systems, promptly addressing items as they occur
- Complete monthly and quarterly reconciliation of fiduciary assets
- Prepare reconciliation summaries and reports for board meetings
- Assist team with reconciliation items related to outside recordkeepers, insurance companies or any other third party
- Assist with creating and maintaining standard operating procedures for reconciliation processes
- Oversee relationship with third party securities processing provider
- Manage asset transfer process for trust to trust transfers
- Reconciliation of contract data for new recordkeeping trusts
- Provide research and analysis support for ClearPoint's mutual fund models
- Troubleshoot securities processing questions as they arise
- Work with team on securities processing questions, issues or new structures requested by current or prospective clients
- Contribute to the team's performance by addressing barriers and generating alternative solutions to meet or exceed team goals
- Provide support on team projects as needed
- Consistently maintain a positive attitude and demonstrate positive behavior

REQUIREMENTS:

- Strong attention to detail and accuracy.
- Bachelor's degree in Business, Finance or related field required
- Knowledge of investment vehicles and how they function
- Self-directed and results oriented with effective problem solving skills
- Excellent written and oral communications skills
- Self-starter willing to work multi-task projects and processes
- Demonstrated knowledge and ability to use Microsoft Excel and Word
- Three years business experience, banking experience or investment processing a plus
- Knowledge of general accounting related concepts and processes a plus

Qualified applicants can submit a resume to careers@clearpointfederal.com