Portfolio Administrator

Company Description
Boston Advisors, LLC (BA) is boutique investment management firm, managing over $4 billion for institutional clients and individual, high-net-worth investors.

About the Opportunity
Excellent opportunity for a highly motivated and organized professional with experience in operations and portfolio administration to join a dynamic and growing asset management firm.

Job Descriptions
The Portfolio Administrator works as a member of the operations team with a primary focus of maintaining accurate portfolio records for all client accounts at the firm. Essential duties and responsibilities include:

- Ensuring transaction and position accuracy via daily reconciliation
- Retrieving all custodial data from external interfaces and posting to the internal system
- Updating cash deposits and withdrawals
- Opening new accounts in the portfolio accounting system
- Investigating and resolving any settlement issues
- Reviewing margin accounts and communicating with portfolio managers on the status on these accounts
- Processing corporate actions
- Preparing quarterly reports for client accounts
- Making recommendations for improvements and proposing ways for group to be more efficient
- Supporting efforts to automate where possible

Preferred Qualifications:
- Bachelor's degree in Accounting, Business, Computer Science Mathematic Finance or Economics, or equivalent education and related training
- Minimum of two years of operations experience in the financial services/investment management industry
- Strong Knowledge of Microsoft Excel (including vlookups, pivot tables and macros)
- Knowledge of Advent's APX or Axys is a plus
- Strong initiative and work ethic, and an ability to work both within a team and on a self-directed basis

To Apply:
Please send a copy of your resume and cover letter to careers@bostonadvisors.com

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