

JOB OPPORTUNITY

Position: Operations Support Analyst
Reporting to: Director, Investment Operations
Term: Full time
Location: 20 Eglinton Ave West, Toronto
Start date: Winter 2024

Overview

The **Operations Support Analyst** ensures all the client account information data across all back-office record-keeping systems are accurate. They will lead the team to handle all the ad hoc requests and resolve any trading/accounting record issues and ensure all the compliance rules are set up accurately in Bloomberg AIM.

Key Responsibilities

- Ensure that all new accounts are set up correctly in back-office systems to facilitate trading, asset mix, reconciliation, compliance, and reporting.
- Monitor changes to existing portfolios and apply the changes to all back-office systems.
- Ensure that any trading restriction and portfolio holdings limitations are properly set up on the trading platform and maintain all restriction lists.
- Ensure corporate action process correctly across all applicable portfolios.
- Process daily/monthly/quarterly batch jobs.
- Monitor data flow/syncing process across various systems.
- Coordinate with data providers to resolve data discrepancies in a timely manner.
- Design ad-hoc reports for special requests from clients or internal requests.
- Maintain securities database, ensure that new securities are correctly setup and classified.
- Maintain Excel tables and macros to support back-office operations.
- Coordinate any export/import data files with database department to ensure accuracy.
- Make sure all the procedures are documented and maintained.
- Maintain Recon database and make sure all the reports are generated accurately in a timely manner.
- Liaise with Evare to ensure the files are loaded accurately and in a timely manner.
- Communicate with Evare and custodian to set up additional custodians to the transaction/holding files.
- Perform other reasonable, non-routine tasks as assigned.

Requirements

- Previous work experience with Bloomberg AIM is required.
- Previous experience with back-office software, preferably with SS&C Pacer, SSCNet, Recon

- Advanced knowledge of Excel with the ability to read and write Macros is required.
- Solid understanding of the financial industry and back-office workflows including trading, investment guidelines for compliance setup in OMS, asset mix, and security models is required.
- Advanced knowledge of asset mix workflow
- Strong analytical and problem-solving skills.
- Quick learner with good aptitude for numbers.
- Team player with a positive attitude.

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