CHANDLER ASSET MANAGEMENT

JOB DESCRIPTION

JOB TITLE: **Operations Specialist I**
REPORTS TO: **Director of Operations**
DEPARTMENT: **Operations**

Who are We?
We're Chandler Asset Management, an employee-owned and independent financial services company; our concentration centers on managing taxable fixed income portfolios that are aligned with our institutional clients' needs. We manage over $22 billion in assets and believe in the philosophy of creating value and managing risk with active management, using robust quantitative analysis and qualitative insights.

What do we value?
Great People with Great Values. Integrity, service, excellence, education and teamwork are the values that define the culture at Chandler Asset Management.

In addition to our core values, our culture is defined by 27 fundamental behaviors that describe our culture, set us apart and drive our success. From the beginning, we've always wanted to deliver total piece of mind through extraordinary performance. We believe our extraordinary performance and culture are driven by our dedicated and committed people.

What's the job all about?
The Operations Specialist I position performs the core investment operations functions ensuring data integrity and accuracy of our firm's investment reporting. The position requires above average attention to details, concern for the exact correctness of work, and strong commitment to tasks completed on time. This position requires a somewhat faster-than-average pace as the responsibilities include portfolio reconciliation, accounting, trade settlements and reporting. Detailed, specialized work is the major focus.

If you are a proven operations professional that's got what it takes to be a part of our team, please send your cover letter and resume to careers@chandlerasset.com.

The essential functions of the role include:

- **Provide excellent client service**:
  - Provide comprehensive service for our clients (answering questions, helping them to coordinate transactions (wires), facilitating data or reporting requests, etc.)
  - Help to educate clients on their account (explaining portfolio accounting reports, client statements, etc.)
- **Portfolio Accounting and Performance Measurement**:
  - Fixed income portfolio accounting using PAM for Securities
  - Calculate portfolio performance in PAM and review data for accuracy
  - Help to maintain GIPS compliant composites using CAPS
- **Reconciliation**:
  - Responsible for maintaining data integrity for the portfolio management team.
  - Compile and analyze data from multiple sources
  - Reconcile PAM (our accounting system) account data with the custodian banks and resolve any discrepancies using Electra Reconciliation System
- **Trade Processing/Settlements**:
  - Work with the portfolio management team to ensure timely settlements of executed trades
  - Facilitate trade settlement by notifying custodians and helping to resolve any settlement issues. Act as liaison between executing broker-dealer and custodian bank.
  - Set up new securities in our accounting system (Bloomberg experience a plus)
- **Portfolio Reporting:**
  - Assist in month-end statement/reports production
  - Help create and maintain ad hoc or custom reports
  - Generate reports and provide data/information for clients portfolio managers and client service reps.
  - Special projects

What can you bring to our team?
Would you define yourself as a self-motivated, proactive and detail-oriented operations professional that is disciplined and trustworthy? We are seeking someone who is prompt and precise with a high-level of integrity that aligns with our values and commitment to our client-centered approach! The ideal candidate is someone who has some experience in the various operations functions of an investment adviser who is a team player and has high standards of quality, client service and accuracy.

This Team Member will have:
- Bachelors degree and a 1-3 years investment operations and/or portfolio accounting experience preferred.
- Exceptional verbal and written communication skills required. Ability to effectively articulate core facets of our business and interact effectively with clients, staff and senior management.
- Strong analytical, organizational and problem-solving skills.
- Interest in learning and growing knowledge and responsibility
- Strong Microsoft Excel skills. Be able to manage/analyze large amounts of data from multiple sources
- Experience with Bloomberg, Electra Reconciliation, PAM for Securities, SQL or MS Access is a plus.
- Very strong proficiency using Microsoft Office

Personal Profile:
- Warm and helpful client service attitude
- Proactive, self-motivated, reliable and responsive to clients, staff and senior management.
- Strong prioritization, relationship management, and interpersonal skills, ability to effectively manage competing deadlines and expectations.
- Meticulous attention to detail
- Perseverance and follow-through
- Team player, but also able to work independently
- Highly ethical with the ability to maintain confidentiality
- Recognizes and respects clients and colleagues
- Results driven, highly collaborative

What we can offer you!
- Medical, Dental & Vision
- Life & AD&D
- Short-Term & Long-Term Disability
- Accident & Critical Illness
- Employee Assistance
- Travel Assistance
- Flexible Spending Accounts
- PTO
- Paid Holidays
- Fun Company Events

Ready to join our team?!
Please note before submitting an application: as a company, we take hiring very seriously. Although we are unable to follow-up with each and every applicant, we do our best to run a thorough process for candidates with whom we identify a potential fit. Chandler Asset Management provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or gender expression.