



## **Operations Analyst**

The firm seeks to add an Operations Analyst. This is a critical role that supports the Edgehill Operations and Investment teams and our clients and participates in all operational aspects of managing the clients' endowment portfolios. Primary responsibilities will include oversight of daily transaction processing, cash planning, performance reporting, operational due diligence, compliance, treasury, and accounting functions.

### **Responsibilities include:**

- Work under the direction of senior Operations staff to manage and track all documentation from underlying investment managers, ensuring completeness of firm records
- Assist with daily operational processes, including the detailed review of transaction and valuation updates by the firm's data analytics vendor across client portfolios
- Perform reconciliations and facilitate resolution of discrepancies between fund administrator and analytics vendor records related to the monthly NAV and performance reporting client deliverables
- Support the treasury process for clients, inclusive of the validation of wire instructions, movement of funds, and the associated planning and correspondence related to investment transactions, subscriptions, capital calls, redemptions, gifts, and spending
- Assist with the onboarding of new managers across portfolios and ensure that they are appropriately captured in the analytics system and effectively communicated to the fund administrators
- Participate in operational due diligence reviews of new and existing investment managers, gaining an understanding of operational best practices and risk assessment. Participate in calls and meetings with managers as well as third-party service providers to assist with evaluations
- Assist in the annual audit process for each client and work directly with our clients' treasury and finance departments and outside auditors as necessary
- Support the Operations team with regular compliance recordkeeping and maintenance of our firm's compliance program. Participate in the annual mock audit led by our external compliance consultant

### **Necessary Skills and Abilities:**

- High ethical standards, impeccable integrity, and a desire to put client interests above all else
- Highly energetic and results-driven, with a strong work ethic
- Intellectual curiosity and a desire to seek continuous improvement
- Good intuition in approaching operational challenges
- Ability and desire to serve in a role that requires thoughtful communication with clients and external stakeholders
- Desire to build relationships within the firm and with external stakeholders

- Understanding and fostering a culture of compliance as a registered investment advisor
- Excellent quantitative skills and attention to detail
- Knowledge of general investment principles
- Superior organizational skills and an ability to meet tight deadlines in a fast-paced environment
- A critical thinking mindset and exemplary problem-solving skills
- Ability to manage multiple tasks, set priorities, and adapt to changing assignments
- Exceptional interpersonal, written, and verbal communication skills
- Demonstrated ability to work independently as well as a desire to work as part of a collegial team

**Qualifications and Experience:**

- Bachelor's degree in Finance or Accounting strongly preferred. CPA, CFA, CAIA or progress towards one of these designations desirable. Knowledge of GAAP accounting principles related to investments preferred
- 2-3 years of relevant work experience in the financial services industry with responsibilities in an Accounting and/or Investment Operations role at an endowment, foundation, asset manager, fund administrator, or custodian
- Advanced Excel skills and aptitude to learn other tools and analytics systems

**How To Apply:**

Eligible candidates should submit a resume and cover letter explaining their interest and qualifications to [info@edgehillendowment.com](mailto:info@edgehillendowment.com). Edgehill offers a competitive compensation package that will be commensurate with experience. Edgehill is an equal opportunity employer.