



Senior Operations Analyst

Edgehill Endowment Partners seeks to add an experienced professional to its thirteen-person team in the role of Senior 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:

- Assist in the oversight of daily operational processes, ensuring relevant underlying manager correspondence is received, tracked, and processed accurately. Coordinate with fund administrators and the firm's analytics vendor on cash and investment transaction processing, valuations, and reconciliations.
- Actively participate in the monthly reporting cycle across clients, inclusive of monthly pricing, review and approval of administrator NAV reporting packages, and validation of client performance reports.
- Facilitate reconciliations between fund administrator and analytics vendor records and ensure timely resolution of discrepancies related to the monthly NAV and performance reporting client deliverables.
- Partake in the treasury process for clients, inclusive of the movement of funds and the associated tracking and planning related to investment transactions, subscriptions, capital calls, redemptions, gifts, and spending. Perform daily cash reconciliations against the records of multiple custodians.
- 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. Review manager liquidity terms outlined in the relevant offering documents as part of manager set-up.
- Facilitate the execution of investments, participating in the preparation of subscription and redemption documents as well as assisting with the post-trade confirmation and settlement process related to brokerage transactions.
- 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, a desire to challenge existing processes and seek continuous improvement
- Decisive judgment and good intuition in approaching operational challenges
- Ability and desire to serve in a role that requires thoughtful communication with clients and external stakeholders
- Understanding and fostering a culture of compliance as a registered investment advisor
- Desire to build relationships within the firm and with external stakeholders
- Excellent quantitative skills and attention to detail
- Knowledge of general investment principles and characteristics of various asset classes
- Ability to interpret complex legal language and fund terms and translate into concise language
- 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 a desire to work as part of a collegial team

Qualifications and Experience:

- Bachelor's degree in Finance or Accounting strongly preferred. Master's degree, CFA, CPA, or CAIA desirable. Knowledge of GAAP accounting principles related to investments preferred
- 5+ years of relevant work experience in the investment management industry with responsibilities in an Accounting and/or Investment Operations role at an endowment, foundation, asset manager, fund administrator, or custodian. Fund accounting experience highly desirable
- 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. Edgehill offers a competitive compensation package that will be commensurate with experience. Edgehill is an equal opportunity employer.