



## **LIM Portfolio Operations Analyst**

**Longfellow Investment Management Co., LLC (LIM)** is an independent, 100% employee-owned investment firm managing \$17 billion in fixed income, equity, and alternative investment strategies. We manage separate accounts for our nationally based, institutional clients. LIM is a certified Women's Business Enterprise and an affirmative action – equal opportunity employer. LIM provides a small firm environment with comprehensive investment industry exposure. In addition to salary, we offer an attractive benefits package.

### **Job Description**

LIM is seeking an experienced Operations Professional to provide excellent back-office support for our fixed income and equity portfolios. This position requires prior successful experience strengthening custodian, counterparty, and service provider relationships; prioritizing and resolving issues as an effective escalation point; and sharing knowledge effectively, in addition to a strong familiarity with and knowledge of complex fixed income securities and global markets.

### **Primary Responsibilities:**

- Working within the Portfolio Accounting team to achieve timely, efficient, and successful execution of daily, monthly, and ad-hoc tasks, including the following:
  - Daily reconciliation of cash and positions to custodian banks and prime brokers, researching and resolving reconciliation discrepancies.
  - Maintaining complete and accurate accounting records, including security setups, principal and interest payments, factor updates and SPOs, corporate actions, and client cashflows.
  - Monitoring daily settlements, communicating with banks and brokers to ensure timely affirmation and settlement.
  - Preparation and distribution of monthly client statements and customized reports/special projects for clients and the investment team.
- Taking ownership for operational issues that are raised and providing resolution and/or escalating in a manner that considers the impact to both internal and external parties.
- Leveraging strong portfolio accounting expertise to assist service providers in handling more complex accounting issues such as corporate actions, reorgs, offshore withholding, and general cost basis intricacies, and liaising effectively both internally and externally to deliver a resolution.
- Maintaining open lines of communication and effective collaboration within and across teams.
- Proactively providing complete and accurate information and reporting to all parties, including the investment team and other internal departments, clients and consultants, and their service providers.
- Assisting in maintaining data integrity across all internal systems, with a full understanding of all data flows and troubleshooting.



- Driving ongoing process improvement to continuously improve the efficiency, quality, and completeness of operations with a view to supporting current and future growth.

**Required Skills & Experience:**

- Strong academic credentials, with an undergraduate degree in accounting, finance or business.
- Work experience in a portfolio accounting / operations environment including a depth of experience in complex fixed income securities and the associated accounting, as well as experience in the complexities of transacting in global markets.
- Demonstrated leadership within a team environment; strong skillset in cross-training.
- Eager to learn and self-motivated to succeed.
- Excellent analytical skills as well as the ability to manipulate data through various technology applications.
- Outstanding Excel skills required; familiarity with Bloomberg, and DTCC post-trade applications.
- High degree of comfort working with IT on daily troubleshooting and projects; technological knowledge (VBA, SQL, Powershell, Python, sFTP, etc) a plus.
- Ability to handle multiple tasks simultaneously, with great accuracy, organization, attention to detail, and follow-through.
- Ability to ask good questions and to be persistent in locating, enlisting, and leveraging resources to reach a satisfactory resolution.
- Can-do, solution-oriented approach to obstacles, issues, and challenges.
- Ability to drive longer term projects to timely completion while also fulfilling daily responsibilities.
- Communicates effectively verbally and in writing.
- Demonstrated ability to establish and maintain strong collaborative relationships internally and externally.

**Qualified applicants should email a cover letter and resume to:**

[Jobs@LongfellowIM.com](mailto:Jobs@LongfellowIM.com)

Subject: Portfolio Operations Analyst

*No calls please*