

Job Description

Job Title: Portfolio Operations Specialist

Reports To: Director

Job Location: Adhesion's main office in Charlotte, NC

Employment Classification: Full-Time

FLSA Status: Exempt

Working Hours and Schedule: 8:00 a.m. to 5:00 p.m., Monday through Friday

Desired Experience: Progressive accounting/financial operations experience.

Prepared By/Date: Jhonathan Torres – 04/19/2017

Company Overview

Adhesion Wealth Advisor Solutions Inc. (Adhesion) is a specialist at providing comprehensive investment services to the fee-only wealth management industry. We passionately believe in the independent investment advisor community, the fiduciary model and doing whatever it takes to raise the bar in the delivery of conflict-free, fee-based financial guidance to consumers. We have dedicated ourselves exclusively to this cause for over a decade.

Position Overview

The Portfolio Operations department is responsible for providing industry-leading support to its internal clients. Adhesion is looking for an individual who will take on the daily duties within our Portfolio Operations department. The Portfolio Operations Specialist will fulfill a vital role within the organization by maintaining data integrity, auditing and support of our UMA Platform. He or she will ensure quality of data and timely service on all critical portfolio management related tasks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Daily Posting & Reconciliation – Complete daily posting and reconciliation of applicable client custodial data feeds inside UMA Platform.
- Account setup – Ability to interpret / implement account level settings related to investment criteria (cash settings, trade level parameters, allocation assignment. Etc.)
- Model & Composite setup – Ability to setup / implement model / composite level settings related to defining the target investment allocation.
- Overlay Support – Tier 1 UMA Platform support. Collaborate with Client Services and/ or Overlay Management teams by fielding inbound cases and / or emails, answering inquiries or redirecting as needed.
- Issue Resolution – Ability to troubleshoot and resolve UMA data & performance discrepancies in a timely manner.
- Corporate Action maintenance – Ability to interpret corporate actions processing and how it affects shares, cost basis and account positions across different managers.
- Custodian Communication – Manage communications between the firm and custodians in regard to corporate actions and data content along with other related items as needed.
- Best practices – Work with team members in developing best practices to enhance the quality and efficiency of daily UMA operations.

FUNDAMENTAL COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical

data effectively; Able to read and interpret written information.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue.

Initiative - Undertakes self-development activities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Meticulous attention to detail; Maintains complete written documentation for tasks and processes; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year college or university and two to five years related experience.

Language Ability:

Ability to read, analyze, and interpret technical procedures, financial transactions, corporate actions. Ability to write business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to apply advanced mathematical concepts such as performance calculation, corporate action ratios and financial shares accounting.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software; Internet software; Project Management software and Database software.

CERTIFICATES AND LICENSES:

No certifications needed

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- This job is NOT conducive to working remotely or working from home. Employee is required to work full-time in the designated office location.