OperoseAdvisors
A Marquette Associates Partner

ASSOCIATE – INVESTMENT DATA & REPORTING

Operose Advisors LLC is a Wisconsin-based investment adviser that provides small/mid-market clients with access to institutional quality investment consulting and advisory services. Operose delivers an institutional approach to the planning, execution, and feedback of investment programs. Our mission is grounded in our commitment to investment excellence, exceptional client service and growth across all facets of our business. For more information, please visit www.operoseadvisors.com.

The Investment Data & Reporting role is integral to the firm's growth and evolution. This role is responsible for managing the investment reporting and data used in client reporting and the investment decision-making process. Success in this role will require strong communication skills, attention to detail, and a general understanding of the investment process and financial markets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively engage in the business and obtain a detailed understanding of the firm's client base, investment process, and operational workflows.
- Ensure accurate and timely investment data within our portfolio accounting system (Envestnet Tamarac) and alternative investment analytics platform (COBALT)
- Manage quarterly performance reporting process, including template design, portfolio manager reviews, IPS targets and benchmarks, and distribution of reports.
- Conduct trade reconciliations, security set-up, and account setup in Tamarac.
- Produce regular and ad hoc reports for management and the Investment Committee.
- Develop dashboards and other tools which improve the investment process and productivity of the team.
- Prepare and review ad hoc client reports in collaboration with advisors and portfolio managers.
- Comply with the firm's compliance and operational policies and procedures.
- Be a positive team member and proactively contribute to the culture and growth of the firm.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree with strong academic credentials and a record of achievement.
- 0-5 years applicable work experience
- Strong organizational skills and attention to detail
- Prior experience with investment performance and data a plus.
- Exceptional writing, Excel, and PowerPoint skills required.
- Experience with Envestnet/Tamarac preferred, but not required.
- Excellent relationship building skills, with the ability to work effectively with clients, colleagues and vendors.

COMPENSATION AND BENEFITS:

- Health, Dental and Vision Insurance
- 401(k) plan with employer match
- Profit Sharing

- Paid time-off

Seniority Level: Associate
Employment Type: Full-time, in person
Job Function: Investments
Industry: Financial Services

How to Apply
Interested candidates should submit a resume and cover letter to:
Carolina Itsines
Email: csi@operoseadvisors.com
Phone: 414-209-3280