

Portfolio Operations Associate

Boutique sustainable investment firm seeks a Portfolio Operations Associate for a full-time position. Applicant will join an entrepreneurial team operating from our downtown Boston office.

About the Firm

Boston Common Asset Management (BCAM) is an investment manager and leader in global sustainability initiatives, specializing in long-only, globally focused equity strategies. Boston Common managed over \$5.3 billion in assets, including sub advised assets, as of March 31, 2021. The firm currently has 36 employees in two offices. Boston Common, independent and employee owned, is committed to a diverse workforce and encourages employees to participate in community and social outreach. www.bostoncommonasset.com

Job Description

Act as the support to the Operations team. This role is responsible for supporting the following job functions: account opening/setup, trade settlement and reconciliations, the quarterly reporting process, money movement, contributions and client requests. A successful candidate for this role is able to prioritize a varied and diverse set of tasks in order to set appropriate priority on both short and long-term goals.

Specific responsibilities include:

1. Support daily reconciliation process and trade settlements in a multi-currency environment.
2. Account opening, closing, and routine maintenance.
3. Process client requests promptly and accurately.
4. Follow up effectively with the Client Service team on any account needs or issues.
5. Engage in daily communication with third party administrators and custodians.
6. Support the monthly and quarterly reporting cycle.
7. Assist in the monitoring and processing of corporate actions, proxy voting setup, and class action settlements.
8. Monitor and support the subscriptions and redemptions for private commingled funds.
9. Ensure that account, trade and pricing data are accurate in the accounting and trading systems.

Qualifications

College Degree and one to three years' experience working with accounting systems in an investment, securities or financial institution. Experience in an investment firm managing \$1-5 Billion AUM with an operations and trading team of 5 or fewer people and particular experience in international investments is a plus. Experience working with a range of client types from high net worth to institutional is helpful.

Proficiency with Microsoft Office is required. It would be helpful to have familiarity with SQL, Salesforce, Bloomberg and FactSet.

This position requires strong attention to detail and the ability to insure both accurate and timely completion of tasks. The individual must demonstrate the ability to anticipate and solve problems and issues that arise, dealing with clients and custodians.

Compensation

Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401k plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment because we believe diversity enriches our efforts and aligns with our integrated investment approach. Boston Common Asset Management is a committed Affirmative Action-Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, genetic information or any other protected status.

To Apply

Send resume and cover letter to recruiting@bostoncommonasset.com using subject line "Associate, Portfolio Operations". No phone calls please.



Recognized as
"BEST FOR THE
WORLD: Overall",
by B Lab - 2017,
2018, & 2019

