

## **Job description: Operations Analyst**

Post Advisory Group is an Asset Management Firm in Los Angeles, California with approximately \$17 billion in assets under management. We are seeking a Senior Operations Analyst to provide additional support to our Operations team.

We are seeking a candidate with experience in all aspects of Settlements, Corporate Bonds, FX Trading. The candidate must work well in a fast-paced team environment and be able to handle multiple tasks throughout the course of the day.

### **Primary Function & Essential Responsibilities:**

- Responsible for the data updates in the OMS System, (Charles River) for the Daily Cash totals for the Firm
- Manage the confirmation and settlement process of all bonds, equity, and FX trades, while working closely with Trustees, Custodians, Clearing Agents to ensure accurate posting and settlement of all trades.
- Responsible for the voting process, entering and tracking all Corporate Actions for the Firm with our 3<sup>rd</sup> party (back-office provider).
- Provide back-up support for the monthly reporting of Firm Pricing as well as preparation of data and the review package for the Valuation Committee reporting.
- Working with our 3<sup>rd</sup> party back-office service provider on trade discrepancies, such as: trade confirmation, failed trades, and outsourcing claims oversight
- Responsible for implementing daily oversight and controls to ensure that all processes and procedures are completed timely and accurately through checklists and regular metrics.
- Working with our 3<sup>rd</sup> party back-office service provider to retrieve ad-hoc reports as needed.
- Collaborate with portfolio management, trading, client service & sales to research and respond to account-related questions, changes or issues engaging external parties such as custodians and brokers, if necessary.
- Communicate and work closely with the Front Office as well as other back-office teams to ensure that all aspects of the Operations Team are being accounted for correctly and reported back clearly.

### **Requirements and Qualifications:**

- Bachelor's Degree from an accredited university in Finance or related discipline
- Minimum 2-4 years of direct industry experience.
- Some experience with FX Hedging & Trade Settlement
- Experience working with CLO's, hedge funds is a plus.
- General understanding of basic accounting theories.
  
- Must have experience with Corporate Actions
- Basic knowledge of DTC and Euroclear trade settlement.
- Basic knowledge of Bloomberg.
- Proficient in MS Excel – Formulas (e.g., vlookup), Outlook, and Word.
- Excellent verbal and written communication skills

- Strong organization and time management skills.
- Ability to multi-task and work in a fast-paced environment.

Reports to: Operations Manager

Direct reports: None

About Post Advisory

Post Advisory Group is a leading multi-strategy, value-oriented asset manager specializing in global high yield and senior loans. Post currently manages over \$17 billion of assets on behalf of institutional investors around the world as well as high net worth individuals. The foundation of Post's successful long-term track record is our commitment to investment research excellence. Our investment process focuses on rigorous bottom-up fundamental credit research and analysis, with an emphasis on investments with strong downside protection in high quality businesses. In addition, we augment our research process with a top-down macro and technical overlay to enhance risk management and tactically position our portfolios for strong relative and absolute performance through macroeconomic and market cycles.

Interested parties should send their resumes to: [recruiting@postadvisory.com](mailto:recruiting@postadvisory.com)