

Operations Associate

Cobblestone Capital Advisors, LLC is a privately-owned, Rochester-based, SEC-registered, investment advisor offering comprehensive investment advisory and wealth management services. The firm manages over \$2.3 billion in assets and has experienced steady growth since its founding in 1986.

Position Overview

This is an entry-level position supporting reconciliation, data management, and problem resolution. This person will work closely with all members of the operations team to ensure integrity of the data systems. This position requires strong computer skills, attention to detail, positive professional attitude, and ability to work both independently and in a team environment.

Duties and Responsibilities

- Process the opening and closing of accounts in the portfolio accounting system
- Review daily exception reports for position reconciliation and client account downloads and facilitate resolutions
- Perform monthly/quarterly manual reconciliation of client accounts
- Confirm daily custodial files are processed on a timely and accurate basis
- Download and file Rebalancer archive files on a daily basis
- Maintain client account transaction updates: add comments as assigned, principal and income when appropriate, and cost basis
- Collaborate with the investment team to assign and update all security categorizations
- Perform portfolio accounting syncs on an as-needed basis
- Update capital market values and distributions for client private investments on a monthly/quarterly basis
- Document process and procedures for all areas under purview
- Identify workflow/system improvements and work with the team to enact change
- Assist with ad-hoc requests and projects as needed

Qualifications

- Bachelor's Degree from an accredited college or university
- Strong proficiency with Microsoft Office suite especially Excel
- A friendly, professional demeanor and ability to excel in a team-oriented environment
- Strong analytical and detail-oriented aptitude; a high degree of accuracy is required
- Excellent communication and organizational skills
- Ability to manage time effectively, set priorities and meet deadlines
- Ability to learn and adapt to change
- Desire/ability to work successfully in a small company environment
- Willingness to ask questions
- Must want to know the data and understand the data

Interested candidates must apply here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3412d63d-3eba-4d9f-93f9-621ab0a2ca92&cclid=19000101_000001&jobId=405645&source=CC2&lang=en_US

No phone calls, please.

We are an Equal Opportunity Employer and our company's policies and practices relating to recruitment, employment, career development and advancement, promotion and retirement are based solely on merit, without regard to all legally protected classes, including but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, familial status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.