



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.

Job Summary

The Operations Associate is a key member of the operations team supporting billing, data management, reconciliation, and problem resolution. This person will report to the Director of Operations and work closely with all members of the operations team to ensure integrity of the data systems.

Duties and Responsibilities

- Responsible for the electronic filing of proxy votes and adding/closing of accounts on the ProxyEdge system.
- Responsible for the annual claims litigation account update and be able to field claims litigation inquiries.
- Review daily exception reports for position reconciliation and client account downloads and facilitate resolutions.
- Reconcile trades in trade management system and work with the trader to resolve trade settlement issues in a timely manner.
- Maintain client account transaction updates: add comments as assigned, principal & income when appropriate, and cost basis.
- Perform monthly/quarterly manual reconciliation of client accounts.
- Confirm daily custodial files are processed on a timely and accurate basis.
- Review, update, and process client billing.
- Maintain accurate revenue share data and provide timely reporting.
- Maintain data records in our Customer Relationship Management (CRM) system, including checking reports for data integrity and implementing updates.
- Download and file Rebalancer archive files daily.
- 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.
- Provide backup to other members of the Operations Team, as needed.
- Document process and procedures for all areas under purview.
- Assist with ad-hoc requests and projects as needed.
- Continue to develop technical knowledge and expertise.
- Identify and evaluate daily workflows for process improvement opportunities and work with the team to enact change.

Requirements

Education and Experience:

- Bachelor's degree from an accredited college or university

Skills:

- 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
- Aptitude for data analysis and reporting
- Strong communicator, both written and verbally
- Ability to manage time effectively, set priorities, and meet deadlines
- Ability to prioritize and work with a sense of urgency
- Ability to learn and adapt to change
- Desire/ability to work successfully in a small company environment
- Willingness to ask questions and take initiative
- Must want to know the data and understand the data

Who You Are

- **You Embrace Evolution**
You are able to manage changing priorities, are willing to look for solutions beyond the conventional, and are committed to applying new concepts to your work while learning from past experiences.
- **You Communicate to Connect**
You have the courage, confidence, and skill to communicate internally and externally regardless of the audience.
- **You Collaborate with Purpose**
You invite others' opinions into your decision-making processes, and you commit to the team approach, balancing the value you can add with others' contributions.
- **You prioritize to GSD (Get Stuff Done)**
You work well under pressure, can balance different projects and demands at the same time, and are adept at managing deadlines, "managing up," and working with others to prioritize the most urgent and important actions to complete.
- **You are All In**
You demonstrate, in words and actions, enthusiasm and passion for Cobblestone's defining purpose, values, and the vision we share.
- **You're Proactive**
You like to identify what needs to be done and do it thoughtfully and creatively before being asked or before the situation requires it.
- **You Focus on Quality**
You set high-quality standards and strive for continuous improvement and quality assurance. You follow up to ensure that deliverables, agreements, and commitments are fulfilled and have met expectations.
- **You Apply Organization Sensitivity**
You are aware of how your actions, decisions, and choices impact parts of the organization. You practice systemic thinking and understand how policies, practices, trends, technology, and information will affect not only you, but others in the organization.

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=446800&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.