



## **Job Opportunity Posting**

Posting Date: 9/24/2019  
Post Expires: 10/24/2019  
Title: **Securities Trading & Assistant Portfolio Manager**  
Grade: 19 Exempt  
Department: Trust  
Posting Number: HR 19-09-3

### **Position Summary**

This staff member will assist the Director of Investments & Portfolio Management Services with all phases of portfolio management, including entering securities trades into trading and recordkeeping systems, monitoring security positions, monitoring asset allocations, assist with the gathering of economic and capital markets information (both equity and fixed income interest rate data), participate in asset allocation strategy development, monitor and initiate investment reviews and asset allocation rebalancing, implement as directed strategic and tactical asset allocation changes, monitoring asset class, sub-asset classes, conduct capital markets and securities research as directed, and other duties as assigned.

### **Scope & Breadth of Position**

This position reports to the Director of Investments & Portfolio Management Services.

### **Accountabilities**

Monitoring, maintenance, documentation, execution and compliance with all regulatory requirement associated with Trust Department portfolio management, securities trading and portfolio recordkeeping.

### **Major Duties and Responsibilities**

This staff member will:

- As directed the staff member will gather economic and capital market data for inclusion in NCTC's economic assessment,
- Attend the Trust Investment Committee meeting and prepare reports as directed for the development and implementation of asset allocation, both strategic and tactical, changes,
- Record, prepare, and distribute the minutes of the Trust Investment Committee meeting
- Participate as requested or directed by your Supervising staff with other team members on the development and capture of client Investment Policy Statements,

- Monitor Investment Policy Statement and Asset Allocation compliance by launching and completing the investment review process each month
- After appropriate training, enter, and monitor security trades and settlements,
- Monitor asset allocation positions, including class, sub-asset class, security, and cash level exposures
- Identify and report to your Supervisor accounts that require rebalancing
- Rebalance portfolios as directed by your Supervisor
- Monitor and report on security positions, securities ratings, and any changes requiring attention or action
- and other duties as they may be assigned from time to time.

This staff member will be expected after an appropriate training and development period to communicate directly with clients regarding less critical portfolio management issue. Should more significant investment and portfolio management issues arise during these conversations the staff member will communicate the concerns or issue back to their Supervisor.

### **Relationships**

This staff member will work in a team setting and participate with the Director of Investment & portfolio Management Services and the Trust Relationship Officers to deliver high-quality service to our clients.

### **Experience and Job-Related Requirements**

The candidate should possess a bachelor's degree in one of the following fields of study:

- Business Administration (preferably with a major or and emphasis in finance)
- Economics
- Accounting

It is preferable, but not mandatory this staff member have three to five years' experience in trust operations, securities processing or previous experience in portfolio management.

The candidate must have strong keyboard and data entry skills. The securities trading function requires and high degree of attention to detail. The candidate must be able to remain focused on completing their assigned task with accuracy and in accordance with securities processing deadlines, regardless of events going on around them.

It is important this staff member have a general knowledge of different types of securities, trading and trade settlement processes. Industry designations the candidate could eventually seek and which would be helpful to their advancement but not required are:

- Certified Financial Planning, CFP
- Certified Investment Management Analysts, CIMA
- Chartered Financial Analysts, CFA
- Accredited Investment Fiduciary, AIF

### **Physical Requirements**

- Ability to communicate orally with management and co-workers, both individually and in a group/team.

- No heavy lifting is expected. Exertion of up to 10 pounds of force occasionally may be required.
- Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common with extensive work at a computer monitor and/or calculator.
- Hearing and vision within normal ranges is essential for normal conversations to receive ordinary information and to prepare or inspect documents.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

### **Work Environment**

The job is performed indoors in a traditional office setting. A successful staff member should expect the work environment to change after an appropriate period of growth and experience. This could include expanded client communication and the potential for air travel to visit clients and prospects. The potential for future travel is not expected to be more than 10 to 20% of time.

**Forward resume to Lisa Pesavento**  
**[lisa.pesavento@presbyterianfoundation.org](mailto:lisa.pesavento@presbyterianfoundation.org)**  
**Attn: HR Posting #19-09-3**

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