

Job Opportunity Posting

Posting Date:	4/7/2021
Post Expires:	4/21/2021
Title:	Securities Specialist
Grade:	18 – Exempt
Salary Range:	\$48,000 - \$50,000
Department:	Operations
Posting Number:	HR 21-04-1

Position Summary

This position is responsible for custody processing and all activity related to securities. Custody processing includes daily trade settlement, processing income receipts, and corporate actions. This position will also be responsible for new security set-up and pricing of securities.

Scope & Breadth of Position

This position reports to the Senior Operations Manager and has no direct reports.

Essential Job Accountabilities

- Responsible for daily custody processing, which includes trade settlement, income processing, corporate actions, proxy voting etc. This includes custodial relationships for mutual funds.
- Performs reconciliation of securities between the trust accounting system and custodians.
- Manages asset transfer process.
- Consistently provide accurate and timely results to internal and external clients.
- Maintain the accuracy of transactions and assets within the trust accounting system.
- Ensure policies and procedures are current and proper controls are in place for all tasks.
- Ability to create and produce reports as required.
- Constantly seek ways to improve processes and increase productivity.

Relationships

Works closely with Trust and Investment Departments. Interacts with vendor relationships for custodian, trust accounting system, and others as needed.

Required Education and Experience

- Bachelor's degree, in business, finance or accounting preferred or equivalent experience.
- 3-5 years' experience with securities and custody processing
- Experience working on a trust accounting system
- Must possess strong planning, organizational and interpersonal skills
- Exemplary written and verbal communication skills required for effective communications with internal and external clients
- Discipline to pay strict attention to detail and accuracy

- Ability to perform well under pressure
- Ability to organize and prioritize multiple tasks to meet deadlines
- Quick and competent learner with strong work ethic
- Strong customer service and communication skills are essential
- Must be a team player and possess the ability to work closely with other members of the organization
- Understanding of stocks, bonds, mutual funds and other investment vehicles
- Proficiency in Microsoft applications (Excel, Word, etc.)
- Strong mathematical aptitude and proficiency in logical reasoning skills
- Accountable, dependable and self-motivated

Physical Requirements

- Ability to communicate orally with management and co-workers, both individually and in a group/team. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, copier, etc.
- Sound reasoning ability is required to solve a wide range of business problems.
- Able to apply statistical and mathematical calculations required.
- Able to understand and utilize financial reports and legal documents to conduct business.

Work Environment

The job is mostly performed indoors in a traditional office setting, however some remote work is available. Activities include extended periods of sitting and extensive work at a computer monitor.

Forward resume to Lisa Pesavento
lisa.pesavento@presbyterianfoundation.org
Attn: HR Posting #21-04-1

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