

Title: Fixed Income Operations Analyst

Location: Leawood, KS

Job Description: **JOB SUMMARY**

The **Operations Analyst** interacts with internal and external sources to process and settle fixed income trades. He or she will compile data for analysis, research, and client reporting. In addition, the Operations Analyst will be responsible for managing internal and external bond databases and models to ensure accurate information and data integrity. Other various duties will include reconciling cash and bond positions, managing work flow processes, and resolving conflicts with brokers and/or custodians.

#### **JOB DUTIES**

- Verify, book, affirm, and communicate all trades to third party brokers and custodians on trade date.
- Resolve trade settlement discrepancies and document failures.
- Resolve trade reconciliation breaks with third parties.
- Monitor all types of fixed income corporate actions.
- Develop and foster relationships with Brokers.
- Maintain data integrity of financial software and proprietary models.
- Setup new client accounts in internal models.
- Review managed accounts for bond maturities, calls, and rating agency movements.
- Assist portfolio managers with execution of security sell lists.
- All other duties as assigned.

#### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Bachelor's degree in a field requiring strong analytical and quantitative skills such as Accounting, Finance, or Economics from a four-year college or university or relevant industry related experience.
- Strong analytical, critical thinking, and decision making skills.

- Excellent verbal and written communication skills.
- Ability to collaborate with all levels of staff.
- Must be self-initiated, a strong planner, and well organized.

#### **PREFERRED EXPERIENCE / QUALIFICATIONS**

- Knowledge of Fixed Income products and how they work, including Corporate, Municipal, and Treasury bonds. This would ideally include a working knowledge of Money Markets and Certificate of Deposits.
- The ability to understand the front to back work flow process of fixed income trading including trade capture, confirmation, corporate actions, and trade and position reconciliations.
- Strong working knowledge of fixed income trade settlement procedures across different custodians and platforms.
- Series 65 license (or obtain within 6 months of hire).

#### **TECHNICAL SKILLS**

- Experience using MS Office products, with strong Excel skills.
- Experience with Orion (or other portfolio management database) preferred.
- Working knowledge of Bloomberg preferred.