

Operations Specialist

Clifford Swan Investment Counselors
Pasadena, California

Firm Overview

Clifford Swan Investment Counselors is an independent, 100% employee-owned registered investment adviser serving high net worth individuals, families, and not-for-profit organizations. With over \$4 billion in assets under management and approximately 950 high-net-worth and institutional clients, Clifford Swan is committed to providing objective investment management based on rigorous investment research and financial advice with personalized, responsive client service. Our longstanding success as a firm is rooted in our values, which prioritize putting our clients first and adhering to the highest ethical standards.

Position Overview

Operations Specialists work within a collaborative team of experienced investment professionals and client service specialists to deliver operational support to the Firm's delivery of wealth management services to clients. As part of the Operations Team, this role reports to the Operations Manager and provides assistance to team members across the firm with an emphasis on quality and integrity of data.

Job Responsibilities

- Review of Orion and Salesforce for data and configuration integrity
- Daily review of transactions in Orion, and investigation and resolution of errors
- Assist colleagues in navigating systems and locating data
- Maintain real estate and private equity holdings via Orion Alternative Investments Platform
- Perform manual posting of transactions and reconciliation of holdings for non-downloading Orion portfolios
- Backup of equity and fixed income trading, settlement, securities data maintenance and posting of trades
- Provide backup support for Receptionist

Qualifications

- Experience in financial services, accounting, or similar field required
- Proficiency in Microsoft Suite; experience with Orion and Salesforce strongly preferred
- Exceptional ability to prioritize competing tasks and meet deadlines effectively
- Attention to detail and accuracy
- Ability to work both independently and collaboratively as part of a team

- Strong communication skills
- Bachelor's degree preferred
- Candidates must be eligible to work in the United States without sponsorship or restrictions

Expected base salary for the role will generally be \$60,000 - 80,000 per annum at the commencement of employment. However, base salary if hired will be determined on an individualized basis and is only part of the total compensation package, which, depending on the position, may also include other forms of compensation such as, discretionary bonuses, incentive packages, and firm-sponsored benefit programs.

All applications must include a resume and cover letter. Please send this information to Gretchen Lee via email at GLee@cliffordswan.com.