



Analyst, Portfolio Administration

Location: New York

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 billion in assets under management as of December 31, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$19.6 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com.

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY

Under the supervision of the Portfolio Administration Manager, the Analyst will assist with corporate actions, proxy management and reconciliation. In collaboration with team members, the Analyst will actively participate in continuous improvement initiatives in relations to business processes, systems and procedures.

KEY RESPONSIBILITIES

- Ensure timely and accurate reconciliation of assigned accounts in the portfolio accounting system
 - Review Positions, Cash, MV and account for any pending trades and update managers from all counterparties with discrepancies
 - Post any non-trade activity
- Investigate and resolve discrepancies in portfolio accounting system
- Respond to internal and external requests in a timely manner
- Finalize month end valuations
- Participate in the testing and implementation of operational enhancements and special projects
- Communicate and manage escalations from vendor in a timely manner
- Monitor and analyze vendor performance in order to ensure compliance with Service Level Agreements and Vendor Management Process
- Proxy Management:
 - Ensure proxies are voted and accurately processed
 - Communicate pertinent information to vendor(s) and internal departments
- Corporate Actions:
 - Provide Portfolio Managers and other internal/external departments with necessary information
 - Complete and accurately process in portfolio accounting system
- Process Class Actions

SPECIALIZED SKILLS AND EXPERIENCE

- Bachelor's degree in accounting, finance or other relevant field
- Minimum 3-5 years' experience in the administration of multi-asset class securities
- Good working knowledge of various investment products and administration of securities
- Knowledge of reconciliation, an asset
- Knowledge of auto reconciliation tools
- Knowledge of Microsoft Word, Intermediate Excel
- Ability to multitask and meet strict deadlines



- Good communication skills
- Superior analytical skills and timely resolution of issues
- Ability to understand processes and the flow of data
- Detail orientated
- Adherence to strict follow-through of all process components to completion

Those interested in this position may send their resume to careersUS@fieracapital.com. Please note only qualified applicants will be contacted. Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.