



## Investment Performance Auditor

Division/Department Type:	<b>Service Bureau Department Contract</b>	Availability: Date Last Modified:	<b>Open June 1, 2008</b>
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### Summary

The Investment Performance Auditor will assist a First Rate Performance Team to provide our clients with timely and accurate investment performance data. The IPA will work directly under a Performance Analyst to assist in the day to day processing and auditing of performance data to ensure its quality. IPA training will be conducted on site in Arlington, Texas (a smoke free property). Possible opportunity to work remotely utilizing an internet connection after initial training period if approval is gained from supervisor.

### Responsibilities

IPA will be primarily responsible for resolving cash and unit out of balance situations for investment portfolios. Duties will also consist of transaction research, rate of return calculations, and other financial market research as assigned.

### KNOWLEDGE AND SKILL REQUIREMENTS

Pursuit of Bachelor's degree (B.A.) from four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

Excellent time management skills required to handle dynamic work loads. Ability to work after-hours and weekends preferred.

This position requires excellent analytical, verbal, and written communication skills necessary to interact with personnel ranging from clerical staff to more senior management.

Ability to learn and adapt to new processes and technology quickly. Knowledge of institutional investment industry helpful but not required.

- **Microsoft Word**
- **Excel Spreadsheets**
- **Microsoft Outlook**

## **MATHEMATIC SKILLS**

- Ability to calculate figures and amounts.
- Financial and/or investment knowledge

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Maintains a valid Drivers License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Non-smokers only

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hours:** Flexible, 40-80 hours a month

**Travel:** no travel is required

**Pay:** \$12-15 per hour

## **CONTACT INFORMATION**

First Rate – Human Resources Division

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