



Investment Performance Auditor

Division/Dept: Service Bureau

Type: Part-Time

Title: Investment Performance Auditor

JOB OVERVIEW

First Rate is looking for someone who wants a small company experience working with the world's most successful investment management institution vendors in the great cities of America. 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. Possible opportunity to work remotely utilizing an internet connection after initial training period pending approval from supervisor.

SPECIFIC RESPONSIBILITIES

- Resolve cash and unit out of balance situations for investment portfolios
- Research transactions
- Calculate rates of return
- Conduct other financial market research as assigned

QUALIFICATIONS

- Excellent time management skills required to handle dynamic work loads
- Ability to work after-hours and weekends
- Excellent analytical, verbal, and written communication skills
- Ability to interact professionally 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.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Knowledge of finances and/or investments
- 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.
- Compliance with a smoke-free environment

CONTACT INFORMATION

First Rate – HR Division

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