

Job Title: Analyst, Asset Servicing  
Department: Investment Operations  
Location: Culver City  
Status: Regular



## JOB DESCRIPTION

**CONTACT:**  
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### SUMMARY

**The Asset Servicing Analyst** is responsible for the day to day post settlement maintenance of all securities traded by the firm.

### REPORTING RELATIONSHIPS

Reports to: Principal, Investment Operations

### PRIMARY FUNCTIONS AND ESSENTIAL RESPONSIBILITIES

- Coordinate and review the processing of all daily loan servicing events, including daily borrowing request
- Process loan restructure and corporate action events
- Manage corporation actions pipeline and work with internal and external stakeholders to process corporate action appropriately
- Direct third-party fund administrators and custodian banks on appropriate processing and review/reconcile processing output for accuracy
- Proactively research, resolve and prevent all loan servicing and corporate action cash and par breaks with custodian banks and third-party administrators
- Handle loan servicing related audit request
- Process all bank loan activity in WSO
- Work with all internal and external stakeholders to improve and enhance asset servicing workflows
- Prepare daily, weekly, monthly and quarterly KPIs
- Review daily recons between internal systems and third parties and resolve discrepancies, including MLR discrepancies
- Manage loan subscription process in WSO
- Review and reconcile loan related fee bookings
- Maintain high standard of quality controls
- Reconcile and resolve contract and facility level loan positions between WSO, Geneva and Third-Party Administrators
- Influencing and participating in decisions on policies/procedures designed to ensure compliance with internal, legal and regulatory policies and ensure changing business requirements are met.
- Contribute ideas and recommendations to improve process efficiencies and increase risk mitigation

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## QUALIFICATIONS

**Education:**

Bachelor's Degree from an accredited university in Finance or related discipline

**Knowledge Required:**

- Strong interest in fixed income products and a passion for learning
- Highly proficient in Microsoft Office Products
- Strong technical skills

**Experience Required:**

- Finance Internships

**General Requirements:**

- Extremely detailed oriented with a proven track record for accuracy
- A self-starter with excellent verbal and written communication skills
- Strong organization and time management skills
- Strong control focus and ability to challenge and streamline processes
- Team-oriented work ethic that includes willingness to help others
- Ability to multi-task and work in a fast-paced environment
- Demonstrates initiative and a willingness increasing own knowledge and assuming additional responsibility.
- Critical thinker who can act with minimal supervision but seeks advice appropriately.
- Strong analytical and problem-solving skills

## COMPANY DESCRIPTION

Ares Management Corporation ("Ares" or the "Firm") is a publicly traded, leading global alternative asset manager with approximately \$144 billion of assets under management ("AUM") and over 1,200 employees. We seek to deliver attractive performance to our investor base across our investment groups and strategies, including credit, private equity and real estate. The firm is headquartered in Los Angeles with offices across the United States, Europe, Asia and Australia. Its common units are traded on the New York Stock Exchange under the ticker symbol "ARES".

Ares Management LLC (together with its related operating and administrative subsidiaries, "Ares Management") is an Equal Employment Opportunity employer and considers all applicants for employment without regard to race, color, religion, ethnicity, creed, sex, age, national origin, alienage or citizenship status, disability, medical condition, pregnancy, marital status, partnership status, sexual orientation, status regarding public assistance, military or veteran status, domestic violence victim status, gender identity and expression, transgender status, genetic information, status as unemployed, political affiliation or any other characteristic protected by federal, state or local law.

Ares Management will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Chance Initiative for Hiring Ordinance.