

Segall Bryant & Hamill is an independent investment firm headquartered in Chicago, Illinois with offices in St. Louis, MO; Philadelphia, PA; Denver, CO; and Naples, FL. Since our founding in 1994, we have grown to approximately \$20 billion in assets under management as of September 30, 2019. We provide fee-based investment management of equity, fixed income and balanced investment portfolios. Our growing client list includes high net worth individuals and families, endowments, foundations, corporations, hospitals, public funds and multi-employer plans across the country.

Segall Bryant and Hamill is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, sex, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Title: Equity Settlement Analyst

Category: Investment Operations

Employment Type: Full Time

Location: Chicago, IL

Compensation: commensurate with experience

SBH seeks an Equity Settlement Specialist to join our Operations team. The qualified candidate will work with the Operations team and will support the activities of our trading group, portfolio managers and client service administrators. The primary focus of this position is equity settlement, distribution of allocations, affirmation of trades and exception mitigation. Additional responsibilities will be to develop operational skills such as reconciliation, that will assist other co-workers with volume overflow and coverage during absences. This position reports to the Director of Operations and has no direct reports.

General Responsibilities

- Responsible for all domestic equity trade settlement
- Allocate trades via OMGEO Oasys & CTM
- Process manual allocations for certain block orders and custodians
- Post all domestic equity transactions to APX after execution
- Affirm trades via Electra Settlements
- Research and correct any mis-matched trades between SBH, the Broker and the Custodian
- Run ad-hoc trade reports for internal allocation research
- Assist with processing daily requests received from the front office
- Perform some daily account reconciliation activities as needed
- Create and maintain up to date procedures for all responsibilities

Qualifications

- Bachelor's degree, preferably Accounting or Finance
- 2-5 years of back-office operations experience or equivalent strongly preferred
- Ability to communicate clearly, both written & orally
- Strong attention to detail and a high level of accuracy
- Strong organizational and time-management skills
- Ability to operate independently and under pressure
- Ability to prioritize and organize multiple tasks
- Strong aptitude for numbers and problem-solving skills
- Ability to deal discreetly with confidential information
- Team player
- Proficiency in Microsoft Excel preferred
- Experience with Advent Portfolio Management software (AXYS/APX, MOXY, Revenue Center)

Apply via the [SBH Career Center](#)

Apply to: [Equity Settlement Analyst](#)

All submissions must include a resume, cover letter and salary expectation

Company website: www.sbhic.com