**Job description: Operations Analyst – Loans (2021)**

Post Advisory Group is an Asset Management Firm in Los Angeles, California with over $16 billion in assets under management. We are seeking an Operations Analyst with bank loan settlements experience to join our amazing team.

We are seeking a candidate with experience in all aspects of Loan Settlements; however, knowledge of various types of assets including Bonds, FX Trading, and Derivatives is helpful. The ideal candidate must work well in a fast-paced team environment and be able to handle multiple tasks throughout the course of the day.

**Primary Function & Essential Responsibilities**

* Trade Settlements, which includes the following:
	+ Knowledge of the Clearpar Settlement Platform
	+ Trade Allocation
	+ Trade documentation review: Trade Confirmation’s/Assignment Agreement/Funding Memorandums.
	+ Pro-Active in communication with counterparties and agents to ensure best execution for settlement.
* Maintain KYC standards with Agents and respond to external inquiries.
* Process Amendments via LendAmend, (or paper directly when applicable) and liaison with the front office to ensure timely delivery and tracking standards.
* Work closely with Counterparties, Agent Banks, Trustees & Custodians, to ensure accurate posting and settlement of all bank loan trades.
* Work with our 3rd party back-office service provider on trade issues, such as: trade confirmation, cash, and position reconciliations.
* Work with the front office on trade errors and cancel/rebooks.
* Responsible for following all daily oversight and check controls to ensure that all processes and procedures are completed in a timely and accurately manner.
* Preparing End of Day reporting for internal and external parties.
* Act as liaison between the front office and external partners, including custodians, trustees, agent banks and counterparties for problem solving situations.

**Skills & Abilities**

**Experience Required:**

* Minimum of 3-5 years of direct industry experience.
* Basic Knowledge of Loan Servicing
* Basic Knowledge of ClearPar, (trade settlement platform)
* Basic Knowledge of LendAmend (amendment processing platform)
* Proficient in MS Excel – Formulas (e.g., vlookup), Outlook, and Word

**Requirements:**

* Experience in working through CLO Warehouse set-up’s is a plus.
* Understanding of basic accounting theories.
* Experience with Position and Cash Reconciliations
* General knowledge of KYC practices
* Basic knowledge of Bloomberg.
* Excellent verbal and written communication skills
* Strong organization and time management skills.
* Ability to multi-task and work in a fast-paced environment.

  **Qualifications**

**Education/Certification**

* Bachelor’s Degree from an accredited university in Finance or related field work experience for the past 3-5 years.

Please submit your resume and cover letter for review to Branna Rose, Sr. Manager of Human Resources: brose@postadvisory.com