

Investment Operations Analyst

About UCLA Investment Company

The UCLA Investment Company was established to invest and manage the endowment of the UCLA Foundation. The purpose of the endowment is to support the educational mission of UCLA by providing a reliable source of funds for current and future use. The UCLA Foundation promotes philanthropy and manages resources to advance the campus mission of teaching, research and public service.

Position Overview

UCLA Investment Company is seeking an Investment Operations Analyst that will join a dynamic team of three seasoned operations professionals. This is a critical role that supports and participates in all operational aspects of managing an endowed portfolio including but not limited to treasury, accounting, investment performance reporting, compliance, risk, and operational due diligence functions. This position requires an individual who is a versatile team-player, self-motivated, and possesses an intellectual curiosity and interest in institutional investment management. The Investment Operations Analyst will report to the Director of Operations.

Responsibilities

- Support the treasury and accounting functions by executing investment transactions and record capital calls, distributions, purchases and redemptions in the company's general ledger.
- Reconcile investment transactions and valuations with investment managers and actively participate in the monthly and quarterly close of the financial reporting process working closely with the Director of Investment Reporting.
- On-board new investments by facilitating the execution of the subscription documents, compliance requirements, and monitor the post-transaction confirmation and settlement.
- Work closely with the Director of Operations on the operational due diligence review of fund managers gaining a foundation/understanding of industry best practices and operational risk assessment. Participate in meetings with fund managers and service providers to assist with these evaluations.
- Engage and communicate with investment managers and institutional service providers as part of the day to day operations at the firm.
- Assist in maintaining the firm's document management system, monitor relevant incoming managers' communication ensuring the correspondence is processed accordingly.
- Provide support during the annual audit, with annual surveys and various ad-hoc requests.

Qualifications and Experience

- College or university degree (accounting, finance or business major is preferred but not required).
- Minimum of 2 years of relevant work experience within financial services or in investment operations is preferred (an equivalent combination of training and experience is accepted).
- Demonstrated understanding of key investment accounting concepts.
- Strong proficiency with Microsoft Office Suite and aptitude to learn other tools and systems.

Required Skills and Abilities

- Superior organizational and quantitative skills with excellent attention to detail.
- Proactive problem-solving orientation with a desire to challenge and seek continuous improvement.
- Team-oriented but able to also work independently, prioritize tasks and understand the impact of the functions performed.
- Superior ability for effective time management and meeting deadlines, multi-tasking and working well under pressure.
- Demonstrated written and verbal communication skills.

UCLA Investment Company offers a competitive compensation package commensurate with the candidate's experience. The Company currently follows a hybrid work model and incorporates a mixture of in-office and remote work.

To Apply

Eligible candidates should submit their resume and cover letter indicating their interest in the role to information@uclainvestments.org with '**UCLA IC Investment Operations Analyst 2021**' in the subject heading. Candidates whose qualifications fit the criteria for the job will be contacted.

UCLA Investment Company is an equal opportunity employer and welcomes a diverse candidate pool.