



## **Portfolio Implementation Associate**

Kayne Anderson Rudnick is seeking a self-motivated, organized, and dedicated individual to join our team as a Portfolio Implementation Associate. This position will support the Portfolio Management Team at KAR in a variety of areas.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Assist with administrative management of accounts:
  - Verify accuracy and suitability of client new account paperwork
  - Monitor Sponsor platforms and e-mails for account activity, withdrawals, deposits, etc.
  - Generate various reports for WRAP Trading and Portfolio Management Associate teams
  - Document and file paperwork
  - Maintain Program trade database and WRAP sponsor list
  - Coordinate and respond to sponsor inquiries
  - Distribute client paperwork to necessary parties
  - Review: quarterly and annual SOIs; Fidelity/Schwab daily alerts; various daily reports for Portfolio Management Associates; quarterly MSCI report for changes
- Risk Management
  - Review Program trades for all accounts
  - Check Portfolio Management Associate's daily trades
  - Reconcile strategy models
  - Generate and review strategy drift reports
  - Keep current on Corporate Actions that impact the portfolios
- Trading:
  - Generate ETF/Mutual Fund orders in GWP
  - Communicate Strategy Models to Model only Sponsors
  - Monitor trading activity/execution and order allocation
  - Investigate allocation issues
  - Submit Mutual Fund Trades to custodians
- Miscellaneous:
  - Work with other PMAs and WRAP Traders on ad hoc projects
  - Assist in tailoring system upgrades and developments to team's needs

### **QUALIFICATIONS:**

- 2 to 4 years relevant investment experience
- Proficient in MS Excel (sort, search, link, pivot tables, formatting, formulas, macros, VB, etc.)
- Ability to competently handle multiple projects and/or tasks simultaneously and meet deadlines
- Strong organizational skills, attention to both detail and the big picture

- Microsoft Office (Word, Excel, Outlook, Access, Explorer)
- Proficiency in the following programs or systems would be a plus: Bloomberg, Charles River, GWP, Factset, Vestek, Fiserv APL & MMS
- Strong communication skills
- Able to work as a team
- Perform well under pressure
- Proactive and inquisitive about markets, financial theory, investment management industry

## **BENEFITS AT KAR**

In addition to health insurance, Vacation, PTO benefits and a generous 401(k) company match, KAR is proud to offer its employees benefits:

- Competitive Pay
- Medical, Dental, and Vision Insurance
- Wellness Program
- Tuition Reimbursement
- 24-Hour Employee Assistance Program
- Adoption Assistance
- Paid Family Care Time
- Life and Disability Insurance
- Health Savings Account with a Company Match
- Flexible Spending Accounts including Dependent Care
- Paid Volunteer days

## **COVID-19 Hiring:**

During the pandemic, we have transitioned to a work-from-home environment until further notice. We plan to return to our office when it is safe to do so. Attendance in person at our office will be required at that time.

KAR is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

If you meet the qualifications and are interested in the position, please submit resume to [recruiting@kayne.com](mailto:recruiting@kayne.com).

A competitive compensation will be offered. Details will be discussed at the appropriate time with interested, qualified candidates.

For additional general information on Kayne Anderson Rudnick, please access the firm's web site at [www.kayne.com](http://www.kayne.com).