Canterbury Consulting

Job Posting—Portfolio Administrator

Canterbury Consulting in Phoenix, AZ

Canterbury Consulting, based in Southern California, is expanding our operations to Phoenix. We are looking for a few great people to form the foundation of our new office in the Tempe/Chandler area. These new members of the Canterbury team will have the opportunity to participate in the buildout of a new office and contribute greatly to the culture of our new location. Given the nature of this new remote office, we're looking for highly motivated and adaptable individuals. Our plan is to start with a temporary office location while we build out the team, and ultimately relocate to a long-term office. Some flexibility with regards to office location and commute, as well as periodic travel to our Newport Beach, CA headquarters for training, will be required.

About Canterbury Consulting

Canterbury Consulting, Inc. ("Canterbury") is a 70-person professional services firm that provides investment advice to a broad set of clients with net assets ranging from $10M to $3B. Clients are both tax-exempt - public and private foundations, endowments and pension plans, and taxable - corporate plans and high net worth and ultra-high net worth individuals and families. We advise our clients on investing in both traditional assets such as public equities and bonds and alternative assets such as private capital, hedge funds and real assets (commodities, real estate, etc.). Canterbury customizes each client's portfolio based on their needs, wants, risk preferences, and liquidity requirements. The average tenure of Canterbury's clients is 10+ years.

Canterbury Consulting was named Fastest Growing RIA Firms by Forbes, Best Places to Work by the Orange County Business Journal in 2020, 2021 and 2022 and Best Places to Work in Money Management by Pensions & Investments.

Portfolio Administrator at Canterbury Consulting

When you join Canterbury as a Portfolio Administrator on our Client Services team, you will have a direct impact on the investment success of foundations, endowments, and families through your work implementing changes to client investment portfolios and the accurate and timely processing of trades and money movements. In addition, our Client Services team manages all aspects of the custodian relationship on behalf of our clients.

The Portfolio Administrator at Canterbury Consulting is a critical part of our clients' success and is a challenging and rewarding role for the right individual.

The successful Portfolio Administrator has the following characteristics:

- An extremely high level of attention to detail and quality of work
- The ability to multi-task, balance competing priorities, and meet deadlines
- Demonstrates strong organizational skills

- Work well under pressure
- Dependable and professional
- Positive 'can do' attitude
- Proactive in proposing solutions
- Excellent written and oral communication skills
- Knowledge of brokerage and/or banking products
- Knowledge of cash and security transactions
- Knowledge of trading functions and different security types
- Knowledge of rules and regulations that govern client accounts
- Completion of a four-year degree
- Preferred three years of client service or operations support at a RIA (registered Investment Advisor) firm, banking institution, money management company

The primary responsibilities of Portfolio Administrators are to…

- Administer the implementation of client portfolio rebalances to include a combination of Institutional Advisory, Wealth Management, and Discretionary clients
- Preparation of manager documentation as required for rebalancing; including subscriptions, additions and redemptions
- Preparation of custodial documentation as required for rebalancing; including new account applications, trading authorizations and wire transfers
- Process daily operational workflow and ensure the quality, accuracy and integrity of the workflow process
- Process money movement documentation such as wire transfer requests, journals between accounts, check disbursements, ACHs and SLOAs
- Act as a liaison between custodians and our clients and interact frequently and professionally with other members of the Canterbury team
- Workflow management in Serena

At Canterbury, we expect our Portfolio Administrators to learn at a fast pace in a demanding environment, and demonstrate excellent problem solving and troubleshooting skills. From your first day on the job, you will be an integral part of the process in helping our clients achieve investment success.

Benefits:

Benefits package includes: medical, dental, life, disability and vision insurance; 401k program with a company match; profit sharing plan, CFA and other professional certifications sponsorship;

12 paid holidays and 17 days of paid time off the first year of employment and flexible schedule options.

As an equal opportunity employer, Canterbury Consulting is committed to a diverse workforce.

Website: www.canterburyconsulting.com

Canterbury Consulting is located in Newport Beach, CA and expanding to Phoenix, AZ.