

Alternatives Operations

Ancora is seeking an organized, solutions-oriented, critical thinker to support operations for Ancora's alternative investment products. Ancora's alternative investment products include multiple limited partnerships and separately managed accounts dedicated to a variety of investment strategies and products.

This role will be an integral part of the team, reporting to the alternatives group's Chief Operating Officer to provide timely and accurate task management in a fast-paced environment. This is a full-time position.

Location

This position is located at Ancora's Cleveland (Mayfield Heights), Ohio, office. No remote option.

Duties & Responsibilities

- › Strive for excellence with the expectation that all interactions, whether external or internal, reflect the high standards at Ancora
- › Assist in all investor subscription documents and the capital activity workflow for all funds
- › Responsible for capital activity communications with fund administrator, external vendors and internal stakeholders
- › Assist in expense payment and daily / monthly cash reconciliation across all accounts
- › Work closely with Trading, Fund Accounting and Technology systems to ensure all trade life cycles events are booked and reflected correctly
- › Monitor custodial platforms and internal systems to support daily and monthly reconciliations across all funds and managed accounts
- › Assist in monitoring and analyzing reports provided by counterparties to ensure the accuracy of historical records
- › Maintain and communicate monthly metrics for internal use and external marketing and investor communications
- › Coordinate proxy voting for securities owned by hedge funds
- › Assist with the processing of class action settlement claims
- › Develop an understanding of big-picture objectives to help the team streamline workflows and reduce operational risk
- › Special projects as needed

Qualifications

- › Bachelor's degree or applicable work experience
- › 1-2 years of experience in investment operations, trade support or trade settlement
- › Preferred experience in private fund operations and / or fund accounting
- › Previous exposure to investment operations coupled with excellent analytical and organizational skills desired
- › Strong proficiency in Microsoft Office Suite

- › High ethical standards and ability to maintain confidentiality while following organizational policies and procedures
- › Team-oriented with effective interpersonal communication skills
- › Highly organized and accountable with attention to detail and accuracy
- › Ability to multi-task and remain focused in a fast-paced environment
- › Ability to work cross-departmentally
- › Professional appearance and demeanor

Benefits

Ancora offers a competitive salary and excellent benefit package with a culture of teamwork and recognition.

About Ancora

Ancora is client-focused and growth-oriented investment and financial advisory firm based in Cleveland, Ohio. The Firm is recognized for providing investment advisory, money management, insurance and retirement plan advisory services to individuals and institutions. Ancora promotes a friendly, family-oriented work environment and encourages our employees to strive for personal and professional growth with the highest level of integrity.

Ancora is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by applicable law.

Visit www.ancora.net for more information.

Apply

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