



Job Title: Associate, Portfolio Administrator

Vaughan Nelson Investment Management is a Houston-based investment management firm of highly experienced, research-oriented professionals. Since being founded in 1970, we have focused on managing equity and fixed income portfolios for investors including foundations, endowments, corporate retirement plans, mutual funds, and families/individuals both domestic and international. Our management through all market environments reflects our mission of providing for the financial wellbeing of our clients and employees through superior service consistent with our values.

Job Description

This position will be responsible for supporting the accurate and timely administration of client accounts. Tasks range in complexity and involve the ability to efficiently follow processes, think critically, and problem solve under pressure. The role requires a deep understanding of internal systems and the opportunity to champion new operational strategies. The ability to work with and communicate with others in a team environment while focusing on exceeding client expectations is critical. Attention to detail and time management skills are key performance indicators and vital to success.

This staff position will report primarily to the Director, Portfolio Administration.

Duties and Responsibilities

- Maintain client communications, files, and electronic data in a secure and timely manner.
- Assist with new client on-boarding as well as termination/closing processes.
- Perform daily global and domestic account reconciliation against custodial values via Electra Software, including FX conversions; ability to thoroughly analyze and research items to ensure all accounts are balanced and cash flows are processed in GPS Accounting System.
- Master all aspects of GPS Accounting, proprietary systems, and settlements software.
- Document, post, and monitor flows and account activity in various accounts.
- Support precise completion of full trade life cycle, in coordination with portfolio managers, internal trading desk, counterparties, and custodians.
- Facilitate composite construction and maintenance as well as performance verification, leveraging portfolio accounting system (GPS) and proprietary tools with FactSet and/or Bloomberg integration.
- Generate and validate monthly client reporting and support ad hoc client reporting and data requests, both internally and externally.

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- Complete consultant requests and questionnaires, including updates to various databases.
- Help facilitate the performance and billing processes with the presentation of data and reporting, as necessary.
- Set-up new securities for both the Global and Domestic Equity Teams, and Fixed Income Management Team via internal New Security Matrix Utility linked to Bloomberg.
- Back-up to other members of Operations team and other tasks as assigned.
- Special Projects – Assist with the implementation of longer-term projects and analyses as directed by the Director, Portfolio Administration, which may include high-priority requests from Compliance, Portfolio Management, and/or Marketing Teams.

Qualifications

- Bachelor's Degree in Business or equivalent work experience.
- Experience – minimum 2-5 years' experience in a securities industry.
- Strong knowledge of global and domestic capital markets with understanding of financial data.
- Analytical and problem-solving skills with strong attention to detail.
- Workflow processes – Possesses an interest in process and procedural workflows and the documentation thereof. Ability to leverage technology and have a passion for adding efficiency to workflows.
- Industry specific software – Experience with using Bloomberg and/or FactSet, trade order management systems Charles River (CRD), portfolio accounting system and data feed (GPS and Electra, respectively), as well as Omgeo/DTC systems and SWIFT.
- Software – Expert with Microsoft Excel including macros and advanced functions and above average understanding and use of Microsoft Word.
- Personal time management/multi-tasking/organizational skills – Be organized, detail-oriented, and able to multitask.
- Interactive Skills – Team player, collaborative, and eager to work with others.
- Attitude – Self-motivated, flexible, one who enjoys a variety of responsibilities, able to work independently, and is adaptable to changing priorities. You are a highly motivated self-starter who can independently problem solve with little oversight. No job or responsibility should be too big or too small for this person to do.
- Communication – Ability to interact confidently with all employees. Strong written and verbal communication skills

Schedule: Full-time

Benefits: Eligible. Medical, vision, dental, life insurance, disability, others, as available.

Travel: None

Location: Houston

Language: English