



Job Title: Associate, Performance Analyst

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 facilitating all aspects related to composite management, GIPS® Standards compliance and performance reporting within the Operations Team, among various other operational duties related to portfolio reporting. 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, as well as FactSet and Bloomberg, and the opportunity to champion new operational software. 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 Manager of Portfolio Administration.

Duties and Responsibilities

- Maintain client and firm reporting, files, and electronic data in a secure and timely manner.
- Implement the firm's policies and procedures related to compliance with the CFA Institute's Global Performance Standards (GIPS®).
- Facilitate composite construction and maintenance (CAPS software) as well as performance verification, leveraging portfolio accounting system (GPS) and proprietary tools with FactSet and/or Bloomberg integration.
- Monitor AUM and account totals by strategy, including tracking of all flow activity and accounts gained/lost.
- Distribute weekly preliminary performance reporting in addition to standard monthly and quarterly performance and attribution, both internally and externally as required.
- Produce in-depth recurring reporting requirements with various portfolio or security characteristics including holdings, returns, dispersion, turnover, statistics, overlap, etc.

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- Support monthly eVestment and database reporting
- Collaborate with various groups across the firm, including Compliance, Technology, Portfolio Management, and Marketing, in a fast-paced environment to efficiently provide accurate portfolio, strategy, and composite data and analytics.
- Generate and validate automated presentations by account and strategy.
- Complete consultant requests and questionnaires, including updates to various databases.
- 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 Manager of 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.
- CIPM® designation holder preferred, willingness to pursue required.
- Experience – 2-5 years' experience in a securities industry preferred.
- Strong understanding of financial data.
- Analytical and Problem-solving Skills with strong Attention to Detail.
- Workflow processes – Possesses an interest in the automation of processes and procedural workflows and the documentation thereof.
- Industry Specific software – Experience with using Bloomberg and/or FactSet with the ability to dissect performance return differences between the analytics and portfolio accounting systems
- Software – Expert with Microsoft Excel including macros and advanced functions and average understanding and use of Microsoft Word.
- Personal Time Management/Multi-tasking/Organizational Skills –Be organized, detail-oriented and able to multitask.
- Experience with rules based Composite software (CAPS) is a plus.
- 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