

SENIOR OPERATIONS ANALYST

Reports to: Operations Manager – Fairport Wealth
Location: Cleveland, OH; Buffalo Grove, IL; Harrisburg, PA; Cherry Hill, NJ; Buffalo, NY
Benefits: Yes
Status: Full-time

JOB PURPOSE

Fairport Wealth is looking to add a qualified individual to the existing Operations department of a growing RIA. This person would have responsibilities serving the multi-office enterprise. There is room to grow within the department, as it scales mirroring firm growth. The Senior Operations Analyst would be involved in most day-to-day operations of the firm and should be comfortable in a role that requires showing initiative and a passion for issue spotting and resolution. RIA experience a big plus.

DUTIES AND RESPONSIBILITIES

- Portfolio accounting system database management
- Data Reconciliation
- Client Onboarding and Offboarding
- Accounts Receivable and Accounts Payable
- Liaison between Fairport Wealth and parent company on operational matters
- Vendor management
- Special projects

QUALIFICATIONS

- HS Diploma or Equivalent
 - 5-10 years of industry experience
- Bachelor's Degree
 - 3-5 years of industry experience preferred
- Highly competent user of the Microsoft Office suite
 - Microsoft Excel
 - Pivot tables, formula building, data analysis, etc.
 - Microsoft Word
 - Mail merges, template design, etc.
- Process oriented, team-focused
- Project management experience required
- Experience working with portfolio accounting systems preferred
- Critical thinking skills and an aptitude for independent problem-solving
- Shares Fairport Wealth core values of: Team Over Self, Engaged, Initiative, Continuous Improvement, Empathetic