**General Consulting Investment Operations Associate**

**Position Summary:**

The Investment Operations Associate works for Meketa’s General Consulting group and will play an integral role in portfolio implementation for the firm’s discretionary clients. These activities include daily portfolio monitoring, trade execution, settlement, documentation, and reconciliation of all transactions. The Investment Operations Associate may process transactions for a variety of vehicle types including separate accounts, commingled funds, mutual funds, and limited partnerships.

The Investment Operations Associate will support the trade execution process, working within Operations and with Client Teams to ensure client decisions are accurately recorded and executed with external Managers, Custodians and other related parties. They will ensure excellent document storage with regards to investment information, trades, and client information and serve as a liaison with custodial banks and investment manager back-offices. The employee will facilitate the post-trade reconciliation of all transactions and be an observer at internal client and investment committee meetings as needed.

Success will be measured on effective communication with client teams specifically, communication with investment analysts and consultants, strong attention to detail and focus on quality assurance of money movement as well as documentation of transactions.

**Responsibilities:**

* Coordinate transaction activity based on investment decisions made by internal Investment Committees and sub-committees.
* Reconcile portfolio positions daily and ensure post-trade confirmations for all trades
* Understand and maintain all transaction terms for investment managers and custodians, including notification periods, liquidity restrictions, share class information, and settlement timing
* Communicate with client teams, investment managers, custodians, and fund administrators throughout the transaction process
* Maintain documentation for each client including approvals, subscription/redemption documents, directives, confirmations, and other transaction related activity
* Monitor portfolios for cash flows and policy compliance on a daily basis

**Position Requirements:**

* Minimum of 2 years of experience in the investment industry
* Operational experience at an asset manager, custodian bank, or other financial services organization
* Excellent attention to detail and organized work habits.
* Ability to work efficiently and accurately under time pressure
* Strong organization and analytical skills
* Paralegal experience/legal document review a plus, but not required

**Measures of Success:**

* Accuracy and timeliness of client-related work and distribution of documents
* Level of proficiency with internal proprietary software, as well as external data providers
* Level of effectiveness in interacting with external data suppliers (custody banks, investment managers)
* Maintenance of good working relationships with other employees

## **About Meketa Investment Group**

Meketa Investment Group is an employee-owned full-service investment consulting and advisory firm. We work with some of the nation’s largest and most sophisticated institutional investors including public and private plan sponsors. We have a staff of over 200 employees among our six U.S. office locations and London.

Meketa recognizes that our workforce is a reflection of our company, and we operate in an inclusive environment that accepts and promotes diversity. We believe our employees can best serve our clients in an atmosphere where individuals are treated fairly, where professional growth is developed and encouraged, and where a healthy balance between work and home life is respected and preserved. To support employees, Meketa offers a competitive compensation structure, a wide range of benefits from core insurance benefits to time-based benefits, as well as flexible schedules and support for continuing education.

Meketa is an Equal Employment Opportunity and Affirmative Action Employer.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us.