Senior Operations Associate - Portfolio Accountant

Job Description

The Senior Operations Associate - Portfolio Accountant (PA) is responsible for the accounting and performance analysis of investment portfolios for all of the firm's clients as well as the maintenance of the firm's portfolio accounting system, Tamarac Advisor. The PA will work closely with the firm's Senior Portfolio Accountant as a centralized resource for the firm's client advisory teams.

Duties and Responsibilities Include:

- Daily reconciliation of all managed client investment accounts to ensure accuracy
- Analysis and reconciliation of private investment performance data
- Preparation of quarterly portfolio performance reporting packages and related analysis
- Maintaining database attributes for portfolios, reporting entities and investments
- Completion of projects, as needed, to ensure the continued quality and expediency of data being entered into the Tamarac Advisor system

The Portfolio Accountant is meant to be an operational support role for the firm. Successful PA's will have significant exposure to the firm's array of investment solutions for high net worth clients.

Desired Skills and Experience

- Experience with Tamarac Advisor and/or other portfolio accounting software is preferable
- Client first attitude, professional demeanor, personal integrity and an understanding of fiduciary responsibility
- Ability to multi-task and manage time effectively
- Ability to work well under pressure and meet strict deadlines
- Self-motivated, confident, detail-oriented, and analytical
- Willingness to take on additional operational responsibilities as needed

Qualifications:

- Bachelor's or Associate's Degree from an accredited college or university
- 5 to 8 years of experience in portfolio or mutual fund accounting is preferred; similar levels of experience in the financial services industry in general is required

Salary and Benefits:

- Pay/benefits are competitive based on industry standards.
- Bonus eligible
- Benefits including 401(k)/profit sharing plan, health insurance, paid holidays, vacation and tuition assistance
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities, if applicable. Support amount will be determined by management each year.

About WMS Partners

Founded in 1993 and headquartered in Towson, MD, WMS Partners has over 50 employees and currently manages over $4 Billion in assets for approximately 375 families.

We are a fee-only financial advisory and investment management firm. We customize our advice to each client, providing them with recommendations and implementation assistance to meet their specific goals and needs. Our client's families consist of professionals, retirees, corporate executives and business owners. The Firm's continued growth is primarily due to referrals from its existing client base.