



Operations Associate—Financial Services

JOB DESCRIPTION

ReFlow Services LLC is seeking an operations associate to join our team. This associate position will be responsible for supporting a wide range of daily trading operations and client service functions for an innovative financial services firm. The position is based in San Francisco.

RESPONSIBILITIES

- Support daily mutual fund trading
- Daily reconciliation of trade activity, cash positions, and pricing
- Perform daily and monthly cash and position reconciliations
- Post transactions and prices into proprietary portfolio accounting software
- Support the integration of new clients and funds
- Respond to request for information from third parties including regulators, auditors, and clients

QUALIFICATIONS

- Bachelors degree in finance or accounting, or equivalent work experience
- Knowledge of financial instruments and securities markets including equities, futures, FX, fixed income, OTC options, interest rate swaps, and credit default swaps
- Familiarity with mutual fund operations, fund accounting, and mutual fund transfer agency a plus

COMPENSATION

- Salary commensurate with experience and qualifications
- ReFlow Services, LLC offers a competitive benefits package

COMPANY DESCRIPTION

ReFlow Services LLC is a provider of innovative liquidity solutions to open end, U.S. domiciled mutual funds. Founded by Gordon Getty in 1997, ReFlow has been providing liquidity services to the mutual fund industry since 2002. Our office is located in the San Francisco Financial District. To learn more about ReFlow's innovative solutions for mutual funds, please visit us at www.reflow.com.

Principals only, please. Contact: info@reflow.com