

Arnerich Massena, Inc.
Position Posting – Performance Reporting Analyst

Arnerich Massena is seeking a highly detail-oriented Performance Reporting Analyst with a bookkeeping, accounting, or similar financial background, and preferably with experience using Tamarac reporting software.

Essential Functions:

Reporting entails timely collection, reconciliation and calculation of client portfolios using data from a variety of sources such as money managers, alternative investment managers, custodians, client statements, etc. The Performance Reporting Analyst is responsible for the production of investment performance reports - ensuring their integrity, accuracy, and timeliness - as well as fulfilling periodic requests pertaining to portfolio performance and asset allocation. This position regularly coordinates with Investment Advisors on special requests and to provide top-tier client service.

- Calculate total account, asset class, and individual product performance using Tamarac and proprietary software.
- Compare and evaluate investments to appropriate benchmarks and universes.
- Reconcile and summarize account activity, including cash flows.
- Establish relationships with vendors and custodians.
- Provide quality customer service and regular correspondence with client board members and/or high net worth individuals.
- Enter and keep current client-specific notes and information.
- Proofread and peer review reports for other team members.
- Cross-train on reporting for multiple client types, providing depth and back-up for the team.

Qualifications:

- One to three years of accounting, bookkeeping, financial and/or investment industry experience is required, with priority given to applicants with experience using Tamarac software.
- Experience with performance reporting and/or report generation and graphics software preferred.
- Knowledge of performance benchmarking, and industry and securities terminology is strongly preferred.
- A four-year college degree is preferred.
- Proficient working knowledge of Microsoft Office with strong Excel experience required.
- Position requires a self-starter and an ability to work with little supervision, but also the ability to work effectively as part of a cohesive team. Demonstrated work ethic.
- Individual must have ability to handle multiple tasks simultaneously and thrive in a fast-paced, deadline-driven environment.
- Flexibility and strong organizational skills are qualities necessary for this position.
- A high attention to detail and ability to stay focused during repetitive tasks is required.
- Must have a demonstrated ability to effectively communicate and interact with clients, investment managers, Advisors, and coworkers across departments with emphasis on quality customer service – internally as well as externally.

Our Firm

Founded in 1991, Arnerich Massena is a West Coast-based investment advisory firm that provides discretionary and consulting services for institutional and private investors. Arnerich Massena is distinguished by a focus on exceptional client service, unbiased research, and a long history of building creative, high-quality investment programs. For more information, please visit our website at www.arnericmassena.com.

At Arnerich Massena, we believe that our people are our greatest asset. With this in mind, we offer a unique corporate culture and competitive benefits package. We are committed to community service and invite employees to volunteer in our community service program. Throughout each year, the firm hosts events for employees to inspire an environment of enjoyment and team cohesiveness. Our benefits package includes comprehensive health, dental, and vision insurance; a 401(k) retirement plan with matching; and a generous sabbatical program

Applicants must have U.S. work authorization. Arnerich Massena is an Equal Employment Opportunity employer and strives to provide equal opportunity to all employees and qualified applicants without regard to race, religion, color, sex, age, national origin, sexual orientation including gender identity/presentation, genetic information, physical or mental disability, veteran's status, marital or pregnancy status, domestic partner status, or any other status protected under applicable local, state or federal nondiscrimination laws.

How to apply:

Please send your resume, cover letter, and salary requirements (not history) via email to Alicia Johnston (see contact information below). We will review all submissions and contact only those candidates who meet the above requirements.

Alicia F. Johnston, Director of Human Resources
Arnerich Massena, Inc.
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