

## **Data Management Analyst**

### **Punch & Associates Investment Management, Inc.**

Punch & Associates, is a Minneapolis-based, independent wealth and investment management firm serving a select number of institutions and families of substantial wealth.

We are seeking a full-time Data Management Analyst to join our dynamic Operations group. This role will work closely with our operations team managing data across several platforms.

#### **Responsibilities Include, but are not limited to:**

- Maintain client and account information in Advent Portfolio Exchange (APX), Black Diamond Link (client portal) and Sungard.
- Facilitate internal processes to support the Operations Team with cash management, account and/or strategy change requests, and trade processing; new cash investments, raising cash for distributions, account titling and classifications, etc.
- Monitor reconciliation status for all accounts and engage with Advent On-demand Services to ensure accurate and timely record keeping.
- Work with clients and firm users to identify and rectify issues or address questions regarding Black Diamond Link (client portal) and facilitate increased adoption.
- Other Operations duties as needed.

#### **Necessary Skills and Qualifications:**

- Strong attention to detail a must.
- Ability to work in a fast-paced environment with close deadlines.
- Self-motivated with ability to work both independently and collaboratively in a team environment.
- Excellent communication skills, both internally and externally.
- Strong organizational and time-management skills.
- Ability to work with discretion and uphold confidentiality.
- Bachelor's degree preferred, but not required.
- Experience in the Investment or Wealth Management field (particularly with regard to account/transaction reconciliation and performance management) preferred, but not required.

Punch & Associates offers a competitive salary, people-first culture, and generous benefits package. Please submit a cover letter and resume to [resumes@punchinvest.com](mailto:resumes@punchinvest.com) or mail to: Human Resources, Punch & Associates Investment Management, 7701 France Ave S, Suite 300, Edina, MN 55435