

## Systems Reconciliation Analyst Punch & Associates Investment Management, Inc.

*Punch & Associates Investment Management, Inc. is a Minneapolis-based, independent wealth and investment management firm serving a select number of institutions and families of substantial wealth. Our mission is to enable families and institutions to steward resources with clarity and purpose.*

We are seeking a full-time Systems Reconciliation Analyst to join our dynamic Operations group.

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

- Reconcile Black Diamond Link Performance (client portal) to Advent Portfolio Exchange (APX) Performance and research discrepancies
- Monitor daily cash flows that post through daily feed to accounting system for accuracy
- APX and Black Diamond data entry and review associated with account opening, closing and strategy changes.
- Review AOS console to Monitor daily performance tolerance discrepancies
- Check Monitor Page in Black Diamond Link and work to address needed maintenance and account status
- Work with Traders to research discrepancies and advise outsourced team
- Download Monthly AOS reconciliation
- Check Monthly Reconciliation for any price discrepancies
- Reconcile internal funds to ALPS
- Check Accounts for updated Money Market Tickers
- Give direction to AOS on MV discrepancies related to pricing, interest, or dividend accruals

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

- A bachelor's degree in accounting, finance, or equivalent
- 1+ years of professional experience in accounting, fund accounting or finance
- Results oriented individual with a team-oriented mindset
- An individual with a strong attention to detail
- Has the ability to problem solve, manage time, and meet daily and monthly deadlines
- Possesses strong organization, critical thinking, and communication skills
- Strong sense of ownership and curiosity to learn new skills.
- Experience with Advent Portfolio Exchange, Black Diamond, or other Advent products preferred

### **Company Benefits:**

- Generous medical, dental, and vision insurance plan, 401k and Profit Share, PTO
- Opportunity to grow in the position and take on new responsibilities

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).