

Punch

A BOUTIQUE INVESTMENT ADVISORY

Reconciliation Specialist 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 Reconciliation Specialist to join our dynamic Systems group.

Responsibilities Include, but are not limited to:

- Monitor daily cash flows that post through daily feed to accounting system for accuracy
- Advent Portfolio Exchange (APX) and Black Diamond data entry and review associated with account opening, closing and strategy changes
- Review AMS (Advent Managed Services) console to monitor daily performance tolerance discrepancies
- Work with Traders to research discrepancies and advise outsourced team
- Download monthly AMS reconciliation
- Check monthly reconciliation for any price discrepancies
- Check accounts for updated Money Market Tickers
- Give direction to AMS on market value discrepancies related to pricing, interest, or dividend accruals
- Perform Daily Reconciliations between Custody and APX
- Margin Account Reconciliations

Required Skills and Qualifications:

- A bachelors or Associates degree in accounting, finance, or business
- 1+ years of professional experience in accounting, fund accounting or finance
- Results oriented individual with a team-oriented mindset
- An individual with 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
- Preference Given to Candidates with Experience in Advent Portfolio Exchange, Black Diamond, or other SS&C products

Punch & Associates offers a competitive salary, people-first culture, and generous benefits package. Please submit a cover letter and resume to resumes@punchinvest.com.

Company Benefits:

- Approximate salary \$50,000 - \$80,000
- Generous medical, dental, and vision insurance plan, 401k and Profit Share, PTO
- Opportunity to grow in the position and take on new responsibilities