

Punch

A BOUTIQUE INVESTMENT ADVISORY

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:

- 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
- Work with Traders to research discrepancies and advise outsourced team
- Download monthly AOS reconciliation
- Check monthly reconciliation for any price discrepancies
- 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 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

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:

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