Position Title: Senior Investment Operations Associate

About Our Firm: Legacy Advisors, LLC is a premier Wealth Management firm headquartered in Plymouth Meeting, PA. We are a well-established and growing RIA with expertise in investment and financial planning for ultra-high-net-worth ($25M+) individuals and business owners. As an independent, fee-based firm, we are committed to helping our clients achieve peace of mind by serving them with the highest level of integrity, ensuring that their business and personal affairs are always in order. The common trait they share is too little time to take care of the strategic and tactical planning needed to secure their financial objectives.

Position Summary: The Senior Investment Operations Associate is responsible for the management and oversight of the Investment Operations Team, a critical piece in executing Legacy's objective of delivering a superior client experience. This role requires collaboration across various departments and associates throughout Legacy. In this role, you will be managing the new client onboarding process from start to finish including account transfers, account openings, money movements, data feeds, performance reporting and client directed trading. Ongoing refinement of Investment Operations workflows and processes to increase efficiencies will be imperative. Oversight of accurate deployment of client and firm-related tasks such as asset transfers, preparation of reports and ongoing support of their portfolio and investment strategies will be a significant part of this position. You'll play an integral part in helping our clients implement their investment planning strategies to ensure their assets are always aligned with their objectives.

Position Responsibilities:

- Supervision and oversight of the Investment Operations Team and their processes.
- Maintain a strong knowledge of industry trends including publicly traded securities and alternative investments.
- Work to solve complex cases and create solutions to assist advisors in building effective plans for our clients.
- Manage our client performance reporting systems – a Black Diamond resident expert.
- Build repeatable workflows for implementation to achieve efficiency of tasks around:
    - Private investments
    - Completion of subscription documents
    - Black Diamond reporting (transaction maintenance)
    - SMAs
    - 529 Plans
    - Account opening
- Oversight of money movements.
- Manage Black Diamond maintenance for new accounts and portfolio assignments.
- Teach and train associates on new material and ongoing development of new workflows.
- Facilitate and execute transfers of assets between banks, brokerage firms, trust companies, asset managers and private investment vehicles (e.g. money wires, journal entries, check requests, securities transfers or gifts).
- Provide daily support of the investment team as needed.
- Deliver superior client service and troubleshooting of problems.

Background Requirements/Preferences:

- 5+ years' experience in the financial services industry.
- BA or BS degree.
- Experience in a multi-custodial environment (preferred).
- Familiarity with account aggregation and portfolio accounting systems.
- Familiarity with investments [e.g. Mutual Funds, Stocks & Bonds, Separately Managed Accounts (SMA's), Limited Partnerships (Hedge Funds & Private Equity)].
- Familiarity with common high-net-worth family wealth structures, including trusts (preferred).
- Investment Advisor (IA) Policies and Procedures.
- Proficiency in Word, Excel and Outlook.
- Strong analytical skills.
- Organized, detail-oriented and able to multitask.
- "Client first" attitude and ability to build strong relationships internally and externally.
- Ability to make and meet deadlines while maintaining a professional demeanor.
- Excellent written and verbal communication skills.
- Team player, collaborative with excellent problem-solving skills.
- Desire/ability to work successfully in an entrepreneurial environment.
- A strong work ethic. Takes ownership of actions and responsibilities.
- High degree of personal integrity.
- Adheres to and promotes our Firm culture and values.

Contact Information: Legacy Recruiting @ **LegacyRecruiting@legacyadvice.com**; Firm website: **www.legacyadvice.com**.