

FULCRUM CAPITAL

Investment Operations Associate

This is an exciting opportunity for an aspiring investment professional to kick-start their career at one of the most successful independent wealth advisors in Seattle. We are seeking an individual with a passion for investing who is a self-starter with a keen attention to detail. Our fast-paced environment and collaborative team of seasoned experts will help you build the skills you need to progress in a career in wealth and investment management.

Responsibilities include:

- ▶ Account Onboarding – Setting up new accounts and performing ongoing maintenance within our portfolio management system to ensure the integrity of account and portfolio data
- ▶ Data Management – Updating data in our reporting and portfolio management systems, including security classifications, cash reserves, price alerts, and margin values
- ▶ Trading - Supporting portfolio management team with trade modeling and execution
- ▶ Liquidity Management – Responsible for monitoring daily capital flows, communicating transactions to advisors, making necessary portfolio adjustments, and tracking through completion
- ▶ Reconciling portfolio data, including trading activity and cost-basis information
- ▶ Collaborating daily with portfolio managers, investment analysts, custodians, advisors, and client service associates
- ▶ Assisting with ad hoc administrative and research projects; responding to task requests from team members in a timely and accurate manner; following up to ensure completion

As a successful candidate, your qualifications include:

- ▶ Four-year college degree in finance, economics, accounting, or a related area of study
- ▶ At least two years of relevant professional experience working in an operationally driven environment is preferred
- ▶ Investment and/or wealth management experience is strongly preferred
- ▶ Experience with Envestnet/Tamarac, Bloomberg, and trading platforms desired
- ▶ Proficiency in Microsoft Office Suite, with expertise in advanced Excel functionality
- ▶ Prior experience and exposure to trading is preferred but not required

At Fulcrum Capital, an Investment Operations Associate is:

- ▶ Adaptable to a fast-paced and demanding environment and capable of balancing significant priorities
- ▶ An excellent communicator, understanding how to tailor communication style to the situation at hand
- ▶ Able to navigate imprecise processes in a flexible environment
- ▶ Able to ensure that work output is accurate and complete
- ▶ Self-motivated, detail-oriented, dedicated to high-quality work, and committed to continuous improvement
- ▶ A professional of impeccable integrity and able to consistently place the interests of our clients as the top priority

Compensation and Benefits:

- ▶ Salary and benefits are competitive with industry standards
- ▶ Salary based on your experience and education
- ▶ Annual merit-based bonus for achieving specific goals
- ▶ Benefits include healthcare plan, 401(k), and gym membership
- ▶ Support of your pursuit of relevant career development opportunities

Company Description

Founded in 2007, Fulcrum Capital, LLC is an independent Registered Investment Advisor headquartered in Seattle. Our clients are individuals, families, foundations, and companies who seek a more thoughtful approach to investing. Our clients choose Fulcrum because they want to know what they own and be confident that their holdings align with their values. Our clients and team members value our independence, transparency and thought leadership, particularly in the realm of sustainable investing. We value diversity and support work-life balance. Our firm is 100% employee-owned and majority women-owned.

For more information contact:

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