



Portfolio Administrator - Equity Trading Desk

Founded in 2001, Avalon Advisors, LLC (“Avalon”) is a Houston-based independent registered investment advisor offering investment management and diversified investment services to institutional clients as well as private clients. Avalon employs over 70 finance professionals with expertise in asset allocation, portfolio management, investment operations and client services. Through its integrated open-architecture platform, Avalon is well-positioned to tailor investment solutions for its clients.

Job Summary:

The primary function of this role is facilitating the trading and portfolio activities of the Investment Management team, as well as reconciliation and settlements. Attention to detail and analytical skills are essential as this role is responsible for maintaining all strategy models, monitoring client accounts, reconciliations, and settlements. This is a collaborative role which will require interaction and partnerships across multiple levels of the firm and external entities.

Key Responsibilities:

- Maintain all in-house models and respective trading groups
- Process model changes for internal and external managers
- Daily review of cash levels and cash flows in managed client accounts
- Daily reconciliation of trades between the firm’s accounting system and counterparties
- Follow-up with custodian and brokers to ensure proper settlement
- Ensure data integrity and assist with system maintenance and have a strong understanding of firm data flow
- Process trade tickets for daily investment, withdrawals, and reallocation needs
- Maintain cash flows for trading
- Monitor client advisor communication and take appropriate action for trading halts, restrictions and overall account maintenance
- Complete ad hoc projects for portfolio managers and client advisory teams
- Communicate daily with Operations, Reporting and Compliance teams
- Work to identify any firm risk and to process errors
- Work internally and externally on problem resolution and help streamline processes
- Collaborate with equity and fixed income teams to ensure coverage
- Monitor corporate actions and confirm client accounts accurately reflect any changes

Qualifications:

- 5+ years of operations and trade support experience in the securities industry
- Strong organizational/administrative skills and project oriented
- Proactive, positive attitude and problem-solving skills
- Ability to quickly absorb and utilize new methods in a fast paced/high volume environment
- Strong work ethic, high attention to detail and ability to complete tasks
- Proficiency with Advent – APX, Moxy - highly preferred
- Strong working knowledge of Bloomberg, Omgeo Alert, Oasys/CTM and TradeSuite a plus
- Proficient with Microsoft Excel, Word, PowerPoint and Outlook

Benefits:

Our commitment to your success is enhanced by our competitive salary depending on experience and an excellent benefits package. We work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

Please email your resumé to hr@avalonadvisors.com. No direct phone calls please.