

Senior Associate, Investment Operations & Reporting

About the firm:

Champlain Investment Partners, LLC is an independent, employee-owned asset management firm headquartered in Burlington, Vermont with a second office in Irvine, California. Our partners bring a wealth of experience, averaging nearly 20 years in asset management and, as of September 30, 2021, the firm had approximately \$21.5 Billion in assets under management. The firm was founded in 2004 with a mission to "Deliver Exceptional Investment Results and Develop Enduring Client Relationships." As a firm, we appreciate that diversity of thought, background, and experience in the workplace often leads to better decision-making and innovation. Ultimately, our main objective is to hire the best candidate and while skills and qualifications are essential, a candidate's cultural fit is equally vital to the hiring formula. We look for individuals who demonstrate humility, integrity, curiosity, a hunger for excellence, and a commitment to delivering on the firm's mission. We ensure equal opportunity in the conduct of all our business activities without regard to an individual's age, color, disability, marital status, sexual orientation, national origin, race, religion, gender, or veteran status.

About the position:

Champlain is seeking a hands-on, detail-oriented Senior Associate, Investment Operations & Reporting with investment management industry experience. The successful candidate will have a direct impact on the firm's investment operations and reporting effort, including interfacing with Champlain's outsourced middle office provider, and serving as a key resource to the trading function. Additionally, this individual will have exposure to preparing and delivering client statements and reports and managing client requests for information. The individual in this role will also partner with others throughout the organization to manage reporting and data needs as well as identify opportunities to streamline processes and enhance the client experience. The role will provide the opportunity to continue to learn about the asset management industry as well as develop a robust professional skill set in the areas of investment operations, reporting, and data management.

Key responsibilities include:

- Daily investment operations, including trade/positions break reviews, cash flow processing, corporate action processing, and data flow monitoring.
- Cyclical tasks, including performance calculation reviews and dispersion, GIPS & composite management, internal/external reporting, and client statement generation and distribution.
- Ad hoc tasks, including processing of new/terminating/transitioning accounts, assisting with onboarding custodians and brokers, processing audit confirms, and providing data inputs for client and prospect DDQs/RFPs.
- Interfacing with Champlain's outsourced middle office provider and fund administrator.
- Assisting with the annual fund audit and tax preparation.
- Serving as data steward for applicable data domains, such as investment book of record information.
- Manipulating data in Microsoft Excel utilizing advanced functions and pivot tables.
- Maintaining robust checklists, process, and procedure documentation.
- Monitoring and oversight of a shared team inbox.
- Participation in strategic firm initiatives and projects.

About the successful candidate:

The successful candidate will have the following experience, skills, and interests:

- Strong interest in pursuing a career in investment operations.
- Passion for reporting and working with data.
- Advanced Microsoft Excel skills, including pivot tables and functions such as lookups, index, match, sumproduct, and various if statements.
- A growth mindset with a history of learning new skills.
- A Bachelor's Degree with strong academic credentials.
- 4 years of experience in the investment management industry desired, which may include exposure to one or more of the following at a custodian bank, broker, asset management firm, or service provider: trade settlement, reconciliation, performance calculations, fee calculations, corporate actions, portfolio/fund accounting.
- Excellent written and verbal communication skills.
- Critical, independent thinker with a strong attention to detail, the ability to problem solve, and the ability to excel as a member of a team.
- Ability to shine under pressure.
- Prior experience utilizing a business intelligence tool such as Power BI or Tableau is preferred, but not required.
- SQL skills are a plus, but not required.

How to apply:

Interested candidates should send a cover letter and resume to jobs@cipvt.com in PDF form – Microsoft Word documents will not be considered. No phone calls please.