



OPERATIONS ANALYST

About the Firm

Firm Mission

“Achieving Client Success through Research and Technology”

Los Angeles Capital, the “Firm”, is a global equity manager of assets for leading institutions around the world. The Firm is recognized as a pioneer in dynamic equity management, utilizing proprietary technology to engineer equity portfolios that adapt to today’s equity market. The Firm’s senior investment professionals have worked together for three decades developing models for measuring and forecasting return and risk of global equity securities. The Firm manages approximately \$29.6 billion as of December 31, 2020 across a wide variety of public equity strategies designed to meet institutional client return and risk objectives. The Firm has been ranked for seven years in a row by Pensions and Investments as one of the “Best Places to Work in Money Management.” The Firm’s working environment places a strong focus on teamwork and values work-life balance. The Firm offers a competitive compensation package which includes health care plans, 401(k), and top-tier benefits. The Firm is 100% employee-owned and seeks to share equity to retain and motivate employees’ long term. Los Angeles Capital firmly believes the quality and commitment of the individuals are vital to the success of the Firm, ensuring that client expectations are exceeded.

COVID-19 Hiring

We recognize how challenging it is to start a new role with a new company during this uncertain time. Our team is here to support you every step of the way. During the pandemic, we have transitioned to a work-from-home environment until further notice. All of our recruiting and onboarding activities are virtual. We encourage you to discuss Los Angeles Capital’s response to COVID-19 throughout your recruiting process.

Position Overview

The company is seeking an entry level analyst to join the investment team. Primary responsibilities will include monitoring and resolving all post trade matching, settlement and affirmation issues, daily account reconciliation, corporate action research and entry, and cash management and reporting. Additional responsibilities might include oversight of our third party fund administrator and key processes for our private commingled funds.

This individual will get direct exposure to the entire portfolio management process, working directly with portfolio managers on a daily basis utilizing sophisticated portfolio management and accounting software, along with various equity research databases.

Key Job Responsibilities:

- Daily reconciliation, security settlement and securities processing that requires acute attention to detail and excellent verbal and written communication skills.
- Client reporting deadlines that require the ability to work under time pressure and communicate with various levels of professional personnel.
- Daily oversight of private fund administration processes.
- This position requires the ability to prioritize tasks in order to meet daily deadlines.

Job Qualifications:

Education and Experience:

- A completed Bachelor's Degree.
- 2 - 4 years related investment operations experience.
- 1 year or more fund administration experience.

Additional Skills:

- Highly organized and detail oriented, self-motivated, strong work ethic.
- Excellent team player who likes to work hard and anticipates needs.
- Crisp and clear written and verbal communication skills.

Los Angeles Capital Management encourages participation in the Chartered Financial Analyst program and will subsidize successful enrollees.

To apply:

Please respond with a cover letter and resume to careers@lacapm.com.

Los Angeles Capital is an SEC registered investment adviser and required to track certain political contributions under rule 206(4)-5. Therefore, you will be required to disclose your prior political contributions.

This is an on-site role based in Los Angeles, CA, but will be remote until it is determined safe to return to the office.

Los Angeles Capital is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's race, color, religion, age, gender, gender identity, sexual orientation, national origin, ancestry, marital status, medical condition, genetic information, veteran status or disability.

For more information about the company, please refer to our website at www.lacapm.com.

Employee/Applicant Privacy Notice

Los Angeles Capital is committed to safeguarding the privacy of our employees and job applicants. Los Angeles Capital does not "sell" (as that term is defined in the CCPA) your personal information. Please see the [privacy notice](#) for details.