



MIDDLE OFFICE ASSOCIATE/SPECIAL PROJECTS ROLE

About the Firm

Los Angeles Capital is a global equity firm engaged in managing 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 bring together three decades of investment experience to develop models for measuring and forecasting return and risk of global equity securities. The Firm manages approximately \$29 billion in assets amongst a wide variety of public equity strategies designed to meet institutional client return and risk objectives. The Firm was ranked four years in a row by Pensions and Investments as one of the "Best Places to Work in Money Management".

About the Position

Middle Office team members directly support the trading and portfolio management teams and build relationships internally with all departments of the Firm. On a day-to-day basis, Middle Office Associates actively monitor portfolios in rebalance to assist both Portfolio Management and Trading teams in rebalancing risks and managing client assets. Middle Office Associates are encouraged to provide creative solutions and develop key tools in supporting each team.

Essential Duties and Responsibilities:

- Manage cash flow activities
- Manage FX activities
- Assist/support on-boarding prime brokers, help coordinate client transitions
- Assist in corporate actions
- Assist in fair values
- Assist in Trade Cost Analysis and Implementation Shortfall
- Soft dollar reporting
- Monthly commission analysis
- Foreign tax monitoring
- Long/Short and margin management
- Client, Custodial Bank, and Broker interaction
- Propose and formalize any improvements in controls and procedures
- Special Projects related to new market developments, new products, system enhancements/deployments, new regulations and market rules

What makes this role unique?

The role involves distinctive interaction between the Trading, Portfolio Management and Operations teams with the prospect to take on various special projects. Exceptional opportunity to help shape and build the future of critical functions within the Middle Office.

Job Qualifications:

Education and Experience:

- A completed Bachelor's Degree
- Minimum of 2-3 years in a Financial Operations environment
- Understanding of Operations, Portfolio Management and Trading roles
- Familiarity with systems such as Wilshire's Atlas, Charles River Order Management System, Bloomberg
- Sound understanding of Global Equity Markets trading and settlement, FX, and Derivative products is a plus
- Expert at Microsoft Office

Interpersonal/Communication/Language 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
- Demonstrated success in process and project management skills
- Ability to work under time pressure and multi-task

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.

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.