

Are you a driven, impact-oriented, shareowner engagement professional that thrives in an entrepreneurial environment? Want to work alongside thought leaders at a growing, world-class, mission-driven B Corp with a history of delivering strong investment performance and generating positive social and environmental impacts? Boston Common Asset Management is looking for motivated professionals to join our inclusive and collaborative [“Best for The World™”](#) team. Read on about our other [available roles](#) and join us in making a positive impact.

About Boston Common

Diverse, women-led and majority women-and-employee owned, Boston Common Asset Management (BCAM) is a sustainable investor and innovator dedicated to the pursuit of financial return AND social change. BCAM is an active, global equity ESG (environmental, social, & governance) investment manager, and a leader in impactful shareowner engagement since its founding in 2003. The company’s investment strategies had \$6.0 billion in assets as of December 31, 2021. BCAM is headquartered in Boston, MA, with offices in San Francisco, CA.

Associate, Portfolio Operations

Seeking motivated professional to act as the support to the Operations team in conjunction with the Manager, Portfolio Operations. This role is responsible for supporting trade settlement and reconciliations, quarterly reporting process, account billing process, money movement, contributions, and client requests. Candidate should have one to three years’ work experience.

Key Responsibilities:

- Support daily reconciliation process and trade settlements in a multi-currency environment.
- Engage in daily communication with third party administrators and custodians.
- Support the monthly and quarterly reporting cycle.
- Assist in the monitoring and processing of corporate actions, proxy voting setup, and class action settlements.
- Monitor and support the administrator/custodial relationship and subscriptions and redemptions for private commingled funds.
- Ensure that account, trade, and pricing data are accurate in the accounting and trading systems.
- Support the firm’s custody audit.
- Prioritize a varied and diverse set of tasks in order to set appropriate priority on both short and long-term goals.
- Provide ad-hoc custom reports within Advent software.

Qualifications

- College degree and 1-3 years’ experience working with accounting systems in an investment, securities, or financial institution.
- Familiarity with Advent systems is essential, including APX, MOXY, and Revenue Center. Proficiency with Microsoft Office is also required.
- Familiarity with SQL, SSRS reports, Salesforce, Bloomberg, and FactSet would be helpful.
- Experience in international investments is preferred.
- Experience in an investment firm managing \$3-6 Billion AUM with an operations and trading team of 5 or fewer people is desired.
- Experience working with a range of client types from high net worth to institutional is helpful.
- Independent thinker, but also a team-player.
- Excellent communication, written and presentation skills.

Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401(k) plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment. Diversity enriches our culture, our work, and aligns with our community, organizational, and investment philosophy. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, neurodiversity, genetic information, or any other protected status.

How to Apply

Applicants should send a resume, salary requirements and a cover letter describing how your qualifications and interests will enable you to contribute to our organization in this position. Send all correspondence via email to: recruiting@bostoncommonasset.com and include "Associate, Portfolio Operations" in the subject line.

For more information, please visit www.bostoncommonasset.com.