

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.

Manager, Portfolio Operations

Seeking motivated professional for key role within our firm. The Manager, Portfolio Operations will act as the Operations Team Leader in conjunction with the Director of Operations. Is responsible for trade settlement and reconciliations, quarterly reporting process, account billing process, money movement, contributions, and client requests. Monitors operational software and is the primary point of contact for technical support and troubleshooting systems. Candidate should have a minimum of 4 years’ work experience in portfolio operations. Looking for a skilled people manager as well as collaborative inquisitive team player.

Key Responsibilities:

- Manages daily reconciliation process and trade settlements in a multi-currency environment.
- Monitors the up time of firm software and is the primary contact for technical support and resolution for firm products primarily including Advent products (Moxy/APX/REX/Revenue Center), SunGard and Alert.
- Manages the monthly and quarterly reporting cycle.
- Manages the portfolio account billing cycle.
- Responsible for the communication of holdings data to proxy voting vendor and maintenance of master proxy account lists.
- Manages the administrator/custodial relationship and subscriptions and redemptions for private commingled funds.
- Ensures that account, trade, and pricing data are accurate in the portfolio accounting and trading systems.
- Manage the firm’s annual custody audit with external auditor.
- Participate in the firm’s corporate accounting annual audit.
- Prioritizes varied and diverse set of tasks to set appropriate priority for short and long-term goals.
- Ability to provide ad-hoc custom reports within Advent software.
- Responsible for the daily division of work assignments for the Portfolio Operations Team.

Qualifications

- College degree and 4-6 experience working with accounting systems in an investment, securities, or financial institution.
- Particular 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 thinking, 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 "Manager, Portfolio Operations" in the subject line.

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