

## Portfolio Operations Associate

We are seeking a highly motivated and detail-oriented Portfolio Operations Associate to join our team. This entry-level position is ideal for individuals looking to start their career in the financial services industry. The successful candidate will be responsible for supporting the trading operations team, ensuring the accuracy and efficiency of trade processing, and maintaining thorough follow-through on all tasks.

### Key Responsibilities:

- Assist in the execution and settlement of trades across various asset classes, including equities, fixed income, and mutual funds.
- Monitor and reconcile trade activity to ensure accuracy and compliance with regulatory requirements.
- Maintain detailed records of trades, ensuring all documentation is complete and up to date.
- Collaborate with internal teams, including portfolio managers, compliance, and advisors, to resolve trade discrepancies and ensure smooth operations.
- Prepare and distribute required trading reports to relevant stakeholders.
- Assist in the development and implementation of process improvements to enhance operational efficiency.
- Support the onboarding of new clients and accounts, ensuring all necessary documentation is collected and verified.
- Stay up to date with industry regulations and best practices to ensure compliance and mitigate risk.

### Qualifications:

- Strong attention to detail and a high degree of accuracy.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficiency in Microsoft Office Suite, particularly Excel; experience with trading platforms and financial software is a plus.
- Strong analytical and problem-solving skills.
- Effective communication skills, both written and verbal.
- Ability to work independently as well as part of a team.
- Demonstrated commitment to maintaining confidentiality and ethical standards.

### Education & Skill Requirements:

- Bachelor's degree in Accounting, Finance, Economics, Business Administration, or related field preferred.
- Fluent in MS Word and MS Excel (VLOOKUP and pivot tables).

**What's next?** Send your resume to Susan Starr at [Susan@cpsinvest.com](mailto:Susan@cpsinvest.com) and take our 7-minute survey below.

<https://surveys.cultureindex.com/s/Oq2VWnBAgy/87164>

### **Salary & Benefits**

- Competitive salary commensurate with experience
- Benefit highlights include health, dental, vision, and long-term disability insurance, escalating paid vacation, paid sick time, paid holidays, employer-paid life insurance, 50% 401K match, employer-paid CPE, and team goal bonus

### **About Us**

CPS Investment Advisors is a full-service, independent financial advisory firm located in Lakeland, Florida. We have been consistently awarded the "Best Places to Work." CPS provides holistic financial planning and investment advice to its clients for them to achieve the ultimate financial freedom: the ability to choose between wanting to work and being required to work.