

## Job Opportunity: Operations Associate

**Employer:** Riverbridge Partners, LLC

**Location:** Minneapolis, MN

**Job Type:** Full-Time

### Our Company

Riverbridge is an investment firm located in downtown Minneapolis. We believe that investing is about more than money. It is about adding enduring value to lives, communities, and the world we are building together—for generations to come. Riverbridge is an equal opportunity employer.

### Our Culture

We are a team of people who seek to learn and grow every day, not for our own gain but for the good of those we serve. We seek to have a service mindset guide all we do, looking beyond our own self-interest. We also believe that adding value is a continual pursuit, so we are motivated to actively discern, seek feedback, and test our thinking in ways that push past prescribed pathways. We bring passion to our work and to how we build relationships.

### In this role, you will work cross-functionally with accountability for:

- Daily reconciliation of client accounts including reconciliation of trades placed
- Processing of new accounts, terminations, cash flows, and other client requests
- Processing of settlements, corporate actions, and other transactions relating to client accounts
- Monitoring the group inbox and processing/delegating client requests as they come in
- Generating and understanding client reports, population of our client portal
- Populating constituent databases and questionnaires
- Generating and understanding investment performance across securities, asset classes, accounts, households, and composites
- Assistance with automation, scripting, data administration and internal reporting
- Completion of quarterly/monthly activities relating to client requests and reporting

### Systems used:

- Advent Financial Software Suite including APX, Moxy, Revenue Center, Rules Manager, Packager, Black Diamond
- Salesforce Sales Cloud, Salesforce Support Cloud
- Microsoft Office 365, SharePoint
- SQL Server, SQL Server Reporting Services, PowerBI
- Factset, Bloomberg

### You will be a good fit if you are:

- Confident, self-aware, and client-service oriented with a can-do attitude.
- Organized, systematic, detail oriented, and able to complete multiple tasks in a fast-paced environment.
- A self-starter who can work independently while maintaining high levels of communication.
- Driven by high standards for your work, valuing details, results, and excellence.
- Adaptable and invigorated by the possibility of change and evolution in a growing company.