

## Job Opportunity: Investment Operations Analyst

**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.

### 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 as part of a team. Together we will:

- Implement firm investment strategies in our client portfolios, as directed by our Investment Team
- Respond promptly to client account activity and maintenance needs in all channels of business
- Ensure accurate record keeping in our portfolio accounting system (Advent Suite), and CRM system (Salesforce)
- Calculate performance in compliance with GIPS standards
- Prepare, generate, and distribute client reporting & billing
- Collaborate with our Relationship Management Team to complete client due diligence questionnaires, investment databases, and client presentations
- Approach our work with attention to compliance requirements and operate with transparency
- Build external relationships, and communicate effectively with firm partners, clients, and vendors
- Lead projects to advance the efficiency and effectiveness of our operations to best serve clients

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

- Confident, self-aware, and resilient with a can-do attitude
- Organized, systematic and able to complete multiple tasks in a fast-paced environment
- A self-starter who can work independently while maintaining high levels of communication with your team members
- 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
- Willing to take ownership for outcomes and have a healthy dissatisfaction with the status quo.

To apply, please submit a resume and cover letter to [careers@riverbridge.com](mailto:careers@riverbridge.com).

*Riverbridge is an Equal Opportunity Employer.*