Riverbridge

INVEST WITH ENDURANCE®

Job Opportunity: Investment Operations & Client Billing Analyst

Employer: Riverbridge Partners, LLC
Location: Minneapolis, MN
Job Type: Full-Time

Our Company & Culture

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. 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 that 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:

- Maintain accurate record keeping in our portfolio accounting system (Advent), and CRM (Salesforce)
- Complete daily trade matching and reconciliation procedures and work to resolve any issues
- Setup and onboard new accounts, including managing trade restrictions in our compliance system
- Collaborate with our Relationship Management Team to complete client due diligence questionnaires, investment databases, and client presentations
- Respond promptly to client account activity and maintenance needs in all channels of business
- Process corporate actions and work with custodian partners to ensure proper recording
- Complete a wide range of time-sensitive activities on a daily, monthly, and quarterly basis
- 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

In addition, you will be a leader in client billing by:

- Becoming a subject expert in client fee structures and contractual terms related to compensation
- Implementing compensation terms, as defined in the investment advisory agreement, into our revenue system, Advent Revenue Center
- Monitoring and understanding client account changes and their impacts to billing
- Maintaining billing contacts and invoice delivery information in Salesforce
- Supporting our corporate accounting team in resolving issues that may arise in invoice generation, recording payments, and collection
- Producing support to satisfy annual financial statement audit and GIPS verification requests

You will be a good fit if you are:

- Confident, inquisitive, 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 team communication
- Driven by high standards for your work, valuing details, transparency, 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 client-focused mindset

Qualified candidates will possess a 4-year degree or equivalent experience. To apply, please submit a resume and cover letter to careers@riverbridge.com.

Riverbridge is an Equal Opportunity Employer.