

Job Opportunity: Operations Manager

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.

Position Description

The Operations Manager is responsible for the supervision, support and development of our Investment Operations Team and our Trading Team professionals. The Operations manager will be knowledgeable in all functions performed by the team including but not limited to morning process, account reconciliation, trade matching, trading, client reporting, client onboarding, account maintenance requests, cash flows, client billing, tax harvesting, gifting, proxy voting, and performance calculation. They will serve as a point of escalation on any issues that the team encounters in the execution of their functions. The Operations Manager will serve on the project management team and be responsible for Operations related initiatives, process improvement and responding to necessary changes in the business. The role will have client facing elements in ensuring smooth completion of regular operational due diligence requests.

In this role, you will lead a team that is responsible for:

- Maintaining accurate records in our portfolio accounting system (Advent), and CRM (Salesforce)
- Completing daily trade matching and reconciliation procedures and work to resolve any issues
- Setup and onboarding of new accounts, including managing trade restrictions in our compliance system
- Collaborating with our Relationship Management Team to complete client due diligence questionnaires, investment databases, and client presentations
- Responding promptly to client account activity and maintenance needs in all channels of business
- Processing corporate actions and work with custodian partners to ensure proper recording
- Completing a wide range of time-sensitive activities on a daily, monthly, and quarterly basis
- Building external relationships, and communicating effectively with firm partners, clients, and vendors
- Leading projects to advance the efficiency and effectiveness of our operations to best serve clients

You will be a good fit if you are:

- Confident, detail oriented, 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 effectively facilitate team collaboration to produce high quality outcomes
- 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.*