



## **Analyst, Data Management and Control**

**LOCATION: NEW YORK, NY OR DAYTON, OH**

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$100 billion in assets under management as of June 30, 2017. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$22 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: [www.fierausa.com](http://www.fierausa.com).

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

### **POSITION SUMMARY**

Under the supervision of the Manager, the Analyst will perform functions to ensure data used by the organization is complete and correct. The selected candidate will be responsible for supporting data integrity across multiple applications and processes. Key responsibilities include maintenance of client data, processing data received from outside sources in an accurate and timely manner, and maintaining and updating securities information (including pricing and valuation).

### **KEY RESPONSIBILITIES**

- Setup, maintenance, review, and validation of security and pricing data
- Execution of daily and monthly processes to update and review system data
- Provide business related support for applications related to the maintenance of data for the firm
- Troubleshoot and problem solve data discrepancies as they arise
- Oversee user functionality: configuration, user setup, entitlements and work flows
- Participate in the testing and implementation of operational enhancements and special projects

### **EDUCATION/ACCREDITATION**

- Bachelor's degree in Economics, Finance, or other relevant field

### **SPECIALIZED SKILLS AND EXPERIENCE**

- 3-5 years of relevant experience in the financial services or securities industry
- Solid understanding of asset classes, industry sectors and valuation
- Working knowledge of asset manager processes trade cycle flow
- Ability to work effectively under pressure and tight timelines
- Methodical, detailed oriented
- Proven initiative and continuous process improvement mindset
- Team player, results-oriented and self-starter
- Knowledge of accounting and securities applications ( Axys or APX, Charles River, Bloomberg)
- Advanced level of functionality in EXCEL
- Knowledge of MS Office Access, an asset
- Ability to work flexible hours required

**Those interested in this position may send their resume to [careersUS@fieracapital.com](mailto:careersUS@fieracapital.com). Please note only qualified applicants will be contacted.**

Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.