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**COMMUNITY CAPITAL MANAGEMENT****JOB DESCRIPTION:** OPERATIONS SPECIALIST**LOCATION:** WESTON, FL**START DATE:** IMMEDIATE

Community Capital Management Inc. (CCM) is seeking an Operations Specialist in its Weston, FL (Ft. Lauderdale-area) office. We are looking for a highly motivated and organized candidate to assist in all facets of back-office operations.

**PRIMARY RESPONSIBILITIES**

- Reconcile daily assets and trades by utilizing Advent APX portfolio accounting system
- Monitor and create daily cash reports
- Reporting
- Data management/integrity

**QUALIFICATIONS**

- 3-5 years' experience with Advent APX or similar portfolio accounting tool
- Working knowledge or experience with fixed income, mutual funds and buy-side activities
- Proficient with Microsoft office suite and have an extremely strong working knowledge of Excel
- Strong analytical skills & capacity to learn on one's own
- Passion for excellence
- BA/BS degree
- Some coding experience preferred or willing to learn (SQL / R / Python / C++)

**HOW TO APPLY**

For consideration, please send cover letter and resume to [jobs@ccminvests.com](mailto:jobs@ccminvests.com); reference "Operations Specialist" in the subject line.

**ABOUT US**

Founded in 1998, Community Capital Management (CCM) is a privately-held investment management firm headquartered in Fort Lauderdale, FL with employees in Boston, MA; Charlotte, NC; and the greater New York City area. The firm's mission is to deliver superior risk-adjusted returns through investment strategies that contribute to positive environmental and social outcomes. The firm provides investment management services to institutions and individuals through mutual funds and separate accounts. CCM's vision is to be the premier impact investment manager providing client-driven solutions and excellent client service.