

COMMUNITY CAPITAL MANAGEMENT

JOB DESCRIPTION: COMPLIANCE AND OPERATIONS ANALYST

LOCATION: WESTON, FL or REMOTE

START DATE: IMMEDIATE

Community Capital Management Inc. (CCM) is seeking a Compliance and Operations Analyst. We are looking for a highly motivated, detail oriented, and results driven candidate to assist with the compliance and back-office functions of the Firm. The candidate will be a key member of the operations team supporting client onboarding, recordkeeping, trade processes, and problem resolution. The ideal candidate will have strong knowledge of SEC regulations and applications for investment managers as well as experience in financial services operations.

DUTIES AND RESPONSIBILITIES

- Generate all regulatory reporting requirements for the Firm and its registered products
- Responsible for all facets of onboarding separately managed accounts
- Maintain various lists of approved broker/dealers, separate accounts, restricted trading lists
- Liaise with the chief investment officer and chief compliance officer on various compliance matters
- Provide back-up on daily reconciliation, cash management and trade settlements

QUALIFICATIONS

- Bachelor's degree is required
- A minimum of 3 years of related industry experience
- Experience with Tableau
- Candidate must be detailed oriented with ability to manage and prioritize workload to meet strict deadlines
- Capable of working collaboratively within a team or individually to accomplish common objectives
- High attention to detail; self-starter; great team player; positive attitude

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference "Compliance and Operations Analyst" in the subject line.

ABOUT CCM

Founded in 1998, Community Capital Management (CCM) is a privately-held investment management firm headquartered in Ft. Lauderdale, FL with employees in Boston, MA; Charlotte, NC; Southern CA; and the greater New York City area. The firm seeks 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.



877.272.1977



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Management, LLC



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