

COMMUNITY CAPITAL MANAGEMENT

JOB DESCRIPTION: FINANCIAL OPERATIONS ASSOCIATE

LOCATION: FT LAUDERDALE, FL

START DATE: IMMEDIATE

Community Capital Management, LLC. (CCM) is hiring a Financial Operations Associate to join our team in our Ft Lauderdale, FL office. We are looking for a highly motivated, detail oriented and results driven candidate to assist with the middle 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 a strong knowledge of trade processing, reconciliation, and settlements.

DUTIES AND RESPONSIBILITIES

- Responsible for all facets of onboarding separately managed accounts including system set-up.
- Trade booking via internal OMS system.
- Daily trade, position, and cash reconciliation.
- Daily cash and performance reporting.
- Monthly reporting and reconciliation.
- Work with technology to continuously automate and improve current processes.

QUALIFICATIONS

- Bachelor's degree is required.
- A minimum of 3 years working at an investment advisor.
- Candidate must be detail oriented with the ability to manage and prioritize workloads to meet strict deadlines.
- Ability to work proactively, independently, and as a strategic partner in a team environment.
- Robust organizational skills with meticulous attention to detail.
- Self-starter; talented team player; positive attitude.

HOW TO APPLY

For consideration, please send a cover letter and resume to jobs@ccminvests.com; reference "Operations Associate" 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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