



Operations Analyst – Loans

Location: Los Angeles

Post Advisory Group is an Asset Management Firm located in Los Angeles, California with over \$17 billion in assets under management. We are seeking an experienced and dedicated Operations Analyst to join our outstanding Loans Team.

We are seeking a candidate with loan experience who has a strong familiarity with CLOs and Separately Managed Loan Accounts. General knowledge of other asset classes including, High Yield Bonds, FX Trading, TRS and CBOs is a plus. The ideal candidate must work well in a fast-paced team environment and be able to handle multiple tasks throughout the course of the day.

Primary Functions & Essential Responsibilities

- Reconciliation of our CLO platform, which includes working with our back-office service provider and vendors on trade issues and reconciliations
- Work with the front office on trade errors and corrections
- Perform beginning and end of day reporting
- Perform end of day controls to ensure that all processes and procedures are completed timely and accurately
- Trade settlement, which includes:
- Trade allocation
- Trade documentation review: trade confirmations/assignment agreement/funding memorandums
- Pro-active communication with counterparties and agents to ensure best execution for settlement
- Maintain KYC standards with agents and respond to external inquiries
- Process amendments via LendAmend, (or paper directly when applicable) and liaison with the front office to ensure timely delivery and tracking standards
- Work closely with counterparties, agent banks, trustees & and custodians, to ensure accurate posting and settlement of all bank loan trades
- Act as liaison between the front office and external partners, (including custodians, trustees, agent banks and counterparties) on problem solving situations



Experience Required:

- Minimum of 3-5 years of direct industry experience with CLOs, (from account set-up, warehousing phase, closing, reinvesting and liquidation) and separately managed loan accounts
- Basic knowledge of Wall Street Office and/or other OMS systems
- Basic knowledge of loan servicing
- Basic knowledge of ClearPar
- Basic knowledge of LendAmend
- Proficient in MS Excel, (including formulas, pivot tables, and v-lookup), Outlook, and Word

Qualifications:

- Basic understanding of CLO documentation including warehouse agreements/indentures and key portfolio metrics
- Experience in working through CLO Warehouse setups is a plus
- Understanding of basic accounting theories
- Experience with position and cash reconciliations
- General knowledge of KYC practices
- Basic knowledge of Bloomberg
- Excellent verbal and written communication skills
- Strong organization and time management skills
- Self-starter with the ability to work independently as well as within a team environment
- Ability to effectively prioritize and multi-task in a fast-paced environment

Education/Certification:

- Bachelor's Degree from an accredited university in Finance or related field work experience for the past 3-5 years

Please submit your resume and cover letter for review to Branna Rose, Sr. Manager of Human Resources:

brose@postadvisory.com