

Director of Operations, Investment Management – Austin, Texas

Richie Capital Group is an emerging, equity focused investment firm headquartered in Austin, Texas. Our **Culture** is built on a passion for investing and delivering superior results for clients. We seek candidates who have an entrepreneurial mindset and an ability to work effectively in a small company environment. Intellectual curiosity drives our actions. And, most importantly, our team members possess humility, a sense of humor, and uncompromising ethical standards.

Richie Capital Group is seeking an experienced **Operations Leader** to oversee the buildout and scaling of our operations to institutional quality. This role will oversee major functions outside of investments while supporting our Investment Team in implementing investment strategies in client accounts. This role is responsible for operational oversight of trade orders (shareholder cash flows) for investment strategies communicated to and from Portfolio Management. These responsibilities involve coordination with traders, investment team and intermediaries in support of RCG's investment strategies. In addition, the Operations Leader maintains oversight of key service providers. The ideal candidate should be a self-starter who is comfortable managing complex and rapidly evolving situations. To be successful in this role, candidate must have experience actively managing a team, coordinating tasks and activities by setting goals, providing resources, building relationships and ensuring excellent internal and external client delivery.

Role Description:

- Research, recommend, and drive multiple projects related to system/application upgrades and processes to optimize efficiencies and mitigate risk both internally and across service providers
- Engage with key stakeholders including Portfolio Management, Legal, Compliance, Finance and external service providers to ensure timely settlements and maintenance of all investments across the firm. Some of these processes include settlement, cash movement, and reconciliation
- Manage cross functional projects to improve specific processes
- Continually review and update operational procedures to reduce risk and improve efficiency
- Review monthly Administrator NAV Packages and make updates to the portfolio accounting system if necessary
- Provide support for the conversion of new clients (middle office)
- Maintain knowledge in developing trends and technologies in the industry
- Other duties as required in an emerging manager environment



You have many of the following Skills/Knowledge:

- 5+ years of total experience within the financial services industry. Fund accounting experience working with investment firms/hedge funds is preferred
- Bachelor's Degree Required, BS/BA in accounting, finance, economics, or a related field
- Intermediate to advanced knowledge in Microsoft Excel, particularly with data analysis
- Ability to design and develop reports for external client communications
- Proficient organizational and project management skills
- General knowledge of and familiarity with financial instruments (i.e. equities and options) within both domestic and global securities markets
- Strong accounting and analytical skills. Strong attention to detail and ability to multi-task
- Highly motivated, self-starter willing to take on multiple responsibilities at once
- Executive level interpersonal and communication skills. Ability to present and explain analytical findings into actionable and understandable concepts in a clear, concise format
- Additional proficiency creating marketing materials with Microsoft PowerPoint and other design tools preferred

Please feel comfortable applying even if you don't meet all of the above requirements.

Compensation based on experience and includes Base + Bonus + Benefits.

Qualified candidates should submit resumes to Opportunities@richiecapital.com