

Capital Markets Operations Specialist

Job Function: Builds New Securities and inputs all trades activity for Capital Market Group and third-party trades. Compiles all safekeeping charges and submits bills to safekeeping customers or charged to the appropriate accounts. Monthly balances all securities assets with upstream depositories.

Essential Duties and Responsibilities:

- Build new securities on FIS Intrader system.
- Update security information on Intrader, as new information becomes available.
- Input all trading activity on purchase/sale transactions from Capital Markets.
- Input all third party trades for safekeeping which includes purchases and/or sales.
- Upload and edit all information regarding municipal securities for calls and bond ratings.
- Process monthly, quarterly and annual analysis totals for all correspondent DDA accounts; including third-party trades, and sub-accounting activity.
- Prepare client billing.
- Generate forms for safekeeping, including receipts and maturity notices.
- Establishes new client accounts for Capital Markets.
- Update address and account changes for Capital Market Group clients.
- Confirm trades with Goldman Sach's Money Market fund and performing weekly reconciliation.

- Attends work regularly and consistently to ensure appropriate staffing needs are met in the department and the organization, and needs are met in a timely fashion.

- Other tasks as assigned from time to time by supervisor or other member of management.

Job Qualifications/ Required Skills and Abilities:

- High School Diploma required
- Associate Degree preferred
- Prior securities experience preferred
- Accounting experience preferred
- Superior communications skills, with the ability to communicate effectively and professionally at all levels of the organization
- Exhibits a high degree of professionalism
- Maintain high degree of confidentiality and integrity
- Excellent follow through and time management skills
- Strong attention to details
- Excellent organizational skills
- Must exhibit good business acumen

- Ability to multi-task and problems solve
- Proficient in Microsoft Office applications (i.e. Word, Excel, Outlook)
- Must possess a can-do customer-service attitude/philosophy

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