

Trader/Operations Analyst

Vista Capital Partners

Vista Capital Partners is one of the leading financial advisors in the Pacific Northwest and has become a career destination. Our unique investment philosophy, standard-setting client services, and engaging work environment help to attract and retain top talent. Our core purpose is to build happier and more prosperous lives.

We believe a healthy work/life balance is essential—happy employees provide the best possible service to our clients. To that end, we engage in regular team-building exercises, provide time for employees to volunteer in the community, and offer periodic sabbaticals.

Vista's continued growth has created an opportunity for us to add a new Trader/Operations Analyst.

Job Summary

This position will work closely with advisors and be responsible for managing investments in client accounts by helping to develop and execute trades. The Trader/Operations Analyst will also support and enhance our firm's key software applications and systems.

Duties and Responsibilities

The Trader/Operations Analyst can expect to focus their work in the following areas:

- Monitor asset allocation of client accounts and conduct rebalancing using our portfolio management system (Tamarac).
- Work closely with Advisors and Lead Advisors to ensure client portfolios are invested according to Investment Policy.
- Work with compliance to document and report on trading activity and assist with other compliance-related tasks.
- Maintain all asset codes, rebalancing codes, and model management within our portfolio management system (Tamarac).
- Work closely with the Chief Operating Officer and Technology Team to support the firm's technology and systems integration.
- Work closely with the Chief Investment Officer and Investment Team to support the implementation of the firm's investment decisions.
- Produce periodic reports from Tamarac, including quarterly reports that maintain the firm's composite(s) of performance, to help support the firm's activities.
- Collaborate with Advisors and Lead Advisors to enter and analyze data in investment portfolio proposals as necessary.

- Identify opportunities for process automation.

Core Values

We will hire the person who best embodies and embraces Vista's core values:

- **Act with Integrity**
Successful relationships are built on trust.
- **Strive for Simplicity**
Keeping things simple allows us to focus on what truly matters.
- **Be Passionate**
An unwavering belief in what we're doing brings out the best in us. Passion inspires and is contagious.
- **Demand Excellence**
Our clients and colleagues deserve our best effort. Always.
- **Enjoy the Journey**
A fun and flexible work environment allows our people to enjoy happy and fulfilling lives.

Qualifications

The Trader/Operations Analyst position typically requires the following qualifications:

- Ability to manage and prioritize multiple tasks in a time-sensitive environment and comfort with taking on significant responsibility.
- Minimum 3-5 years of experience in investment related field; portfolio management and/or trading experience highly preferred.
- Ability to organize and present data; strong Excel and/or programming skills a plus.
- Experience with Tamarac or other trade/order portfolio management software.
- Experience with Charles Schwab as custodian preferred.
- Bachelor's Degree in Business, Finance, Economics, Computer Science, Management Information Systems or related field. Series 65 License required.

Salary and Benefits

Pay/benefits are competitive based on industry standards:

- Salary based on experience.
- Bonus.
- Profit sharing.
- Benefits include health care, paid time off, sabbaticals and 401(k).

- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities.

How to Apply

Interested applicants should send their resumes with a cover letter to: Tana Thomson, tana@vistacp.com. Mailing address is:

Vista Capital Partners
9755 S.W. Barnes Road, Suite 595
Portland, OR 97225

We will contact you if we believe your qualifications meet our needs. Thank you!

VISTA CAPITAL PARTNERS IS AN EQUAL OPPORTUNITY EMPLOYER