



Academy Securities Operations Analyst

Academy Securities is seeking a Middle Office/Operations Analyst to join its Team preferably in one of its office locations in Chapel Hill, NC, New York, NY, Chicago, IL, or San Diego, CA. The ideal candidate will perform day-to-day middle office administrative responsibilities. Academy Securities is an Equal Opportunity Employer and has a commitment to hire military veterans.

Our Company:

Academy Securities is a broker dealer registered with the Securities and Exchange Commission (SEC) and member of the Financial Industry Regulatory Authority (FINRA), the Securities Investors Protection Corporation (SIPC), and the Municipal Securities Rulemaking Board (MSRB). Academy is a service-disabled, veteran-owned small business ("SDVOSB") as defined under federal Small Business Administration ("SBA") rules, a certified Disabled-Veteran Business Enterprise ("DVBE") as defined by California statutes and regulations, and a certified Minority Business Enterprise (MBE) in New York State.

The business mission of the Company is to build a premier integrated institutional financial services company. Academy's social mission is to benefit the growing number of post 9/11 veterans returning to civilian life with a specific focus on employment and career issues.

The Company has established rapidly growing businesses in the following segments of the securities industry: Public Finance (underwriting, sales, and trading); Equity and Debt Trading (agency execution); and Equity and Debt Capital Markets (underwriting, distribution).

The Academy vision is to bring together seasoned financial services industry veterans with U.S. military veterans. The resulting distinctive culture is designed to provide the highest level of products and services to institutional clients. Academy's leadership espouses a well-developed code of ethics, integrity, team-based work, accountability, and professional excellence. The Company's markets include institutional asset management firms, family offices, alternative asset funds, states and municipalities, and a range of private and public corporations.

Job Duties and Responsibilities:

The main functions of this role are sales and trading desk support and ongoing special projects related to trading operations. The most critical skills required for this role are 1) an ability to multitask across various electronic platforms/modes of communication simultaneously and 2) impeccable attention to detail. Responsibilities will include, but are not limited to, the following:

- Open DVP/RVP accounts
- Report and book trades for all products
- Monitor multiple department level trading accounts/intraday positions
- Track trades from trade date to settlement and address breaks/fails
- Efficiently communicate with the rest of the operations team, clearing firms, clients, counterparty settlement teams, and internal sales & trading desks
- Maintain records for compliance
- Independently prioritize and multi-task the above items daily

Qualifications:

- Bachelor's degree
- Excellent computer skills
- Strong communication skills
- Self-starter
- Organized with excellent attention to detail
- Ability to multi-task and be a team player
- Financial background/experience preferred but not required
- Knowledge of DTC and FED settlement processes preferred
- Experience with institutional DVP/RVP account opening preferred
- Knowledge of Bloomberg TOMS preferred
- FINRA Series 99 preferred – candidate would be expected to pass the Series 99

Contact:

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