

## Arnerich Massena Position Posting: Performance Reporting Analyst

### SUMMARY

#### Position overview: Performance Reporting Analyst

Arnerich Massena is searching for a highly detail-oriented Performance Reporting Analyst with a bookkeeping, accounting, or similar financial background, and preferably with experience using Investnet Tamarac reporting software.

#### About Arnerich Massena

Founded in 1991, Arnerich Massena is a West Coast-based investment advisory firm that provides discretionary and advisory services for institutional and private investors. The firm works with private clients and families, and endowments and foundations. Arnerich Massena is distinguished by a focus on exceptional client service, top-tier investment research, and a long history of building creative, high-quality investment programs. For more information, please visit our website at [www.arnericmassena.com](http://www.arnericmassena.com).

At Arnerich Massena, we believe that our people are our greatest asset. With this in mind, we offer a unique corporate culture and competitive benefits package. We are committed to community service and invite employees to spend a portion of their work week volunteering for our community service program. Throughout each year, the firm hosts events for employees to inspire an environment of engagement, appreciation, and team cohesiveness. Our benefits package includes comprehensive health, dental, and vision insurance; a 401(k) retirement plan; and a generous sabbatical program. Visit our careers page at <https://arnericmassena.com/careers>.

### POSITION DETAILS

#### Essential Functions

Reporting entails timely collection, reconciliation and calculation of client portfolios using data from a variety of sources such as money managers, alternative investment managers, custodians, client statements, etc. The Performance Reporting Analyst is responsible for the production of investment performance reports - ensuring their integrity, accuracy, and timeliness - as well as fulfilling periodic requests pertaining to portfolio performance and asset allocation. This position regularly coordinates with Investment Advisors on special requests and to provide top-tier client service.



- Calculate total account, asset class, and individual product performance using Investnet Tamarac.
- Compare and evaluate investments to appropriate benchmarks and universes.
- Reconcile and summarize account activity, including cash flows.
- Establish relationships with vendors and custodians.
- Provide quality customer service and regular correspondence with client board members and/or high net worth individuals.
- Enter and keep current client-specific notes and information.
- Proofread and peer review reports for other team members.
- Cross-train on reporting for multiple client types, providing depth and back-up for the team.
- Other job-related duties as assigned.

**Qualifications:**

- 1 - 2 years of accounting, bookkeeping, financial and/or investment industry experience is required, with priority given to applicants with experience using Investnet Tamarac software.
- Experience with performance reporting and/or report generation and graphics software preferred.
- Knowledge of performance benchmarking, and industry and securities terminology is strongly preferred.
- A four-year college degree is preferred.
- Proficient working knowledge of Microsoft Office with strong Excel experience required.
- Position requires a self-starter and an ability to work with little supervision, but also the ability to work effectively as part of a cohesive team. Demonstrated work ethic.
- Individual must have ability to handle multiple tasks simultaneously and thrive in a fast-paced, deadline-driven environment.
- Flexibility and strong organizational skills are qualities necessary for this position.
- A high attention to detail and ability to stay focused during repetitive tasks is required.
- Must have a demonstrated ability to effectively communicate and interact with clients, investment managers, Advisors, and coworkers across departments with emphasis on excellent customer service – internally as well as externally.

Arnerich Massena seeks candidates who demonstrate a strong work ethic and the ability to be self-motivated. Candidates must be committed to providing superior customer service with a focus on quality and resolving customer service issues in a timely manner. Attention to detail and



strong organizational skills are required. This position requires both the ability to work effectively as part of a team and the ability to work independently. We seek candidates who can thrive in a challenging, fast-paced, and deadline-driven environment.

Salary Range: \$50,000 - \$60,000

**HOW TO APPLY:**

Please submit your resume and a cover letter via email. We will review all submissions and contact only those candidates who meet the above requirements.

Danielle McDonald, Operations Manager

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