

# AXONIC

## Operations Analyst – Job Description

### Position Overview

Axonix Capital is a leading investment management firm active in the management of structured products for more than a decade. We are seeking an Operations Analyst with up to 2 years of middle office experience acquired preferably in a bank or administrator setting. This person will primarily be responsible for trade review and matching of trades, and reconciling cash and positions between internal systems and prime brokers, custodians and administrators. They will also assist in supporting all operational aspects of our Hedge Fund/PE Style investing strategies.

### Qualifications and Required Experience

- Bachelor's Degree
- General knowledge of structured credit asset classes. Example asset types are ABS, RMBS, CMBS, CLO, and CRE Loans.
- Knowledge of Excel
- Strong communication skills to interact with all levels of the team including Senior Management, PM's, traders and research analysts, and counterparties
- Ability to work independently and efficiently on several assignments simultaneously

### Responsibilities

- Ensuring investment transactions and positions are being recorded in a timely and accurate manner
- Perform daily trade, position, and price reconciliations between firm, prime brokers and internal systems
- Assist in coordinating with Prime Brokers, Executing Brokers and Administrator to rectify and resolve trade breaks and ensure timely settlement of trades
- Assist in Swap Settlements and P&L calculations
- Assist in daily and monthly valuations process
- Performing ad hoc projects assigned by Investment Team and Management
- Assist in maintaining strong internal controls Compensation: Competitive base plus discretionary bonus