



Position Title **INVESTMENT ACCOUNT ANALYST**

Reports to VP, Investments

Classification Non-Exempt

POSITION SUMMARY

The Investment Account Analyst supports the investment team by providing investment account analysis to assure the accurate and effective execution of the Investment Policy Statement (IPS). Under guidance from the VP, Investments, the Account Analyst will partner with an Investment Manager (IM) to perform specific responsibilities to ensure compliance of AEF's IPS for an assigned portion of AEF's financial advisors and custodial relationships. A primary function of the analyst role is scheduling, monitoring, tracking and documenting the outcomes of annual account reviews. This position will also compile, analyze and present information related to investment performance and allocation, management fees and other account oversight obligations to the VP, Investments and the IM. Additionally, the Account Analyst will perform data integrity clean-up of investment account holdings, review investment account documents, update benchmarks and document processes. The position will also assist the VP, Investments in various organizational projects to meet the objectives of AEF's investment strategy.

ESSENTIAL RESPONSIBILITIES

1. Responsible for activities related to the Investment account opening process (new funds and existing funds):
 - a. Ensures that systems accurately capture information necessary to implement the IPS.
 - b. Performs periodic data integrity clean-up of investment account holdings information.
 - c. Researches and updates investment performance benchmarks.
 - d. Reviews investment paperwork to ensure accuracy and alignment with AEF's IPS.

2. Responsible for activities related to ongoing maintenance of the account:
 - a. Ensures that systems accurately capture information necessary to implement the IPS.
 - b. Performs periodic data integrity clean-up of investment account holdings information.
 - c. Researches and updates investment performance benchmarks.

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- d. Provides support to the organization signers in researching and presenting information for verbal requests for trade approval
 - e. Creates information dashboards and reports for internal use.
3. Provides investment account oversight, in coordination with IRM, in accordance with IPS:
 - a. Prepares and produces regularly scheduled and customized reports to support the IRM and VP, Investments in monitoring and assessing individual account investment objectives, allocations, diversification and strategy.
 - b. Conducts analysis of individual investment accounts to ensure compliance with the IPS.
 - c. Reviews investment objectives, allocation model, diversification and strategy and identifies significant changes or deviations and communicates issues to IRM.
 4. Performs investment account review with FA (at least annually):
 - a. Under the guidance of the VP, Investments and in conjunction with the IRM, develops and maintains a system and processes to schedule, track, monitor and document outcomes of annual investment account reviews.
 5. Other
 - a. Leads and/or participates in projects and initiatives to meet the objectives of the investment department, such as automating reports, and updating policies and processes.
 - b. Carries out responsibilities with an understanding of the culture and value of AEF.

QUALIFICATIONS

- 2 to 5 years of analysis experience in financial services or the investment management industry, with an understanding of portfolio allocation strategies
- Strong computer skills and aptitude for technology, with advanced Excel skills including VBA programming. Experience with Access and/or SQL databases is preferred.
- Strong analytical skills
- Strong interpersonal skills with the ability to interface with multiple teams and individuals at various levels
- High level of organization and attention to detail, with the ability to multi-task, prioritize and work independently
- Excellent communication skills, both written and oral, in presenting quantitative and qualitative information to inform decisionmakers

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