



Brokerage Operations Coordinator

JOB DESCRIPTION: Candidate is responsible for various functions within the Brokerage Operations department and currently reports to the Director of Brokerage Operations. Responsibilities include, but are not limited to new account set up, check disbursement, ACH and Fed Fund wires, processing account transfers, light trade review, and executing trades on the behalf of financial professionals. Additional duties may include reviewing trade activity reports, assisting with regulator requests, and backing up the RIA department with various operational tasks.

Roles and Responsibilities:

- Setting up new accounts in RBC and Pershing
- Performing account maintenance activities, including communicating with representatives and home office staff when paperwork is not in good order.
- Processing check requests, ACH and Fed Fund wires.
- Participating in onboarding new reps, setting up new ID's, and additional paperwork training and helping them to become familiar with processes
- Resolving trade breaks, margin, fed and cash calls as back up to trader.
- Maintain system access for reps, as well as clients as needed.
- Updating cost basis reporting and other account updates as needed.
- Handling a wide variety of client phone calls ranging from placing trades, handling check requests to answering questions about their statements.
- Responsible for maintaining separate order management and back-office systems for Pershing, RBC, TD Ameritrade and Schwab.
- Correct trading errors, keeping accurate documentation for our records and audits and including management team members, as needed.
- Back up to head trader - Execute equity, option, mutual fund, UIT, alternative investments and fixed income trades on all platforms
- Execute and allocate block trades for Representatives with large positions to accumulate or liquidate using market trading experience for low market impact.
- Monitor and handle stock reorganization items that effect client holdings and educate the Representatives as to how the reorg item effects their client positions.
- Review exception reports daily, monitoring for best execution obligations of our clearing firms, as well as monitoring for excessive commission, front running, and proper DOL documentation on file
- Check daily for margin calls and alert our Representatives as to the action needed to resolve the call.

Abilities Required

- Extensive Brokerage Operations Experience
- Familiarity with the different types of paperwork required to set up accounts and assist advisors with processing required documents.
- Experience with cashiering requests and transfers
- Able to prioritize tasks and work well under pressure in a fast-paced environment.
- Experience using Pershing, RBC, TD Ameritrade and/or Charles Schwab's trading/clearing platforms preferred.
- Knowledge of SEC, FINRA and state regulations.
- Ability to work with reps, vendors, and clients in a professional manner.
- Ability to work independently, yet also know when to elevate situations to senior team members.
- Must be service and team oriented with a desire to make a difference as part of a fast-growing independent broker dealer.
- Ability and willingness to help train and coach our business partners.

Minimum Licensing and Requirements: FINRA Series 99 or Securities Industrial Essentials (SIE) and Brokerage Operations experience

Additional Preferred Licensing and Requirements: FINRA Series 24 or FINRA Series 7, or the ability to obtain within 180 days