

Banking Operations Transfer Specialist

Please note, candidates must include a cover letter and salary requirements when submitting their resume. Submissions that do not meet these requirements, will not be considered.

Rockit® Solutions is a leading data aggregation and reporting solution for single-family & multifamily offices, registered investment advisors, private trust companies and other financial institutions. Our software consolidates account data from multiple sources, focuses on data integrity, reconciles discrepancies, and offers flexible reporting. Our company culture is one that Rockit prides itself on, as we continue to uphold an atmosphere that encourages professional development, a team oriented environment and an excellent work-life balance.

We are currently looking for a Banking Operations Transfer Specialist that has the primary responsibility of processing cash and security transfers both into and out of Fi-Tek & Rockit client accounts. The Transfer Specialist is a member of the team that posts and reconciles trades, dividends, interest payments, paydowns, and corporate actions wires and ensures that this activity is accurately reflected in Fi-Tek & Rockit proprietary systems(the parent company of Rockit).

Additional Responsibilities:

- Receive client transfer requests, verify for completeness
- Initiate transfers by preparing transfer documentation for ACAT, DTC, and FED transfers
- Process transfers on proprietary system and reconcile with originating statement
- Research and resolve discrepancies in activity and balances between system and custodian
- Set up and maintain security masters in proprietary system
- During low transfer volume, assist Securities Processing team with trades, fixed income, dividends, and corporate actions
- Reconcile cash, shares, and activity between banking operations system and custodian
- Provide client support via phone and email
- Follow daily schedule to ensure all tasks are completed as required per established timelines

Skills & Knowledge:

- BA/BS required. Degree in finance, accounting, economics or statistics strongly preferred.
- Two to five years of experience in security processing, banking, or trust operations.
- Experience with ACAT, DTC, and FED transfers as well as transfer reconciliation required
- Basic knowledge of security processing, income collection, accounting, balancing and banking
- Strong mastery of Microsoft Office, especially Excel
- Ability to excel independently or as part of a team

- Can communicate effectively and transfer thoughts into expressed ideas
- Detail oriented and responsive
- Working knowledge of Access, PowerPoint, Bloomberg

Position Benefits:

- Competitive salary with 401(k) and company match
- Excellent health benefits (Medical/Dental/Vision)
- Flex spending accounts
- Tuition reimbursement
- Gym reimbursement

Please visit www.Rocketco.com for more information.

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