

Corporate Action 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 Corporate Actions Specialist to join our Securities Processing Operations team and is responsible for posting voluntary and mandatory corporate actions. They will also be responsible for ensuring that this activity is accurately reflected in Fi-Tek's proprietary systems (the parent company of Rockit).

Additional Responsibilities:

- Track voluntary corporate actions, research terms, coordinate client responses, elect at custodian, and process the events
- Process mandatory corporate actions including mergers, spin-offs, rights offerings, stock splits, dividend reinvestments, municipal bond refundings, convertible bonds, calls, and exchanges
- Review event details from tax provider to ensure processing is in compliance with taxability
- Research and resolve discrepancies in activity between system and custodian
- Reconcile cash, shares, and activity between banking operations system and custodian
- Provide client support via phone and email for corporate actions inquiries
- Process cash movement to facilitate corporate action activity
- Follow daily schedule to ensure all tasks are completed as required per established timelines
- Assist Securities Processing team with dividends, interest payments, trades and reconciliation
- Follow Operating procedures in accordance with audit requirements

Skills & Knowledge:

- BA/BS required. Degree in finance, accounting, economics or statistics strongly preferred.
- 1 to three years of work or internship experience in security processing, banking or trust operations
- Basic knowledge of **corporate actions**, 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

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.Rockitco.com for more information.

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