



Position: Operations Analyst  
Classification: Nonexempt  
Date: 4/22/2022

## **MISSION**

As an important member of Prio Wealth, the Operations Analyst supports the Compliance and the Operations Team in maintaining overall client relationships through ongoing administrative support.

This position requires a pro-active approach and ability to independently fulfill the responsibilities of the position. The ideal candidate should exhibit high standards, excellent communication skills, good judgment, and ability to take initiative and prioritize daily tasks. The ability to effectively manage time and multi-task with attention to detail is critical to this role.

## **ESSENTIAL RESPONSIBILITIES**

### **Compliance and Operational Support:**

- Effectively resolve issues with Prio's proxy voting service provider that may arise in the operational process of proxy voting for client accounts.
- Responsible for maintaining accurate records for proxy voting and provide management level reconciliation reporting.
- Work with Prio custodians and class action service provider to ensure proper payments were processed.
- Support the compliance team in the various stages of the audit process.
- Scan documents into Worldox such as opening, money movement, WSA emails and miscellaneous packages.
- Assist the Operations Director with client billing and other operational tasks.
- Maintain accurate reporting for class action holdings for compliance audits.
- Provide thoughts and feedback relative to operational procedures for servicing clients including making recommendations for increased efficiency within the current process.
- Provide support on firm level projects as requested.

## QUALIFICATIONS

### Experience and Education:

- A Bachelor's degree required.
- Knowledge and/or experience in the financial sector (internships).

### Skills and Knowledge:

- Demonstrates analytical ability, good judgement, problem solving, responsibility, personal integrity, and can manage confidential information daily.
- A self-starter with a strong sense of ownership, positive professional attitude, and demeanor.
- Proficient in Microsoft Office (Word, PowerPoint, and Outlook).
- Advanced Microsoft Excel knowledge including VLOOKUP, Pivot Tables, SUMIF, COUNTIF preferred.
- Understanding of relational databases, a plus.
- Excellent client service, oral and written communication skills.
- Professional and articulate with strong attention to detail.
- Ability to work efficiently, effectively, and independently to see projects through to conclusion.
- Excellent time management, strong organizational skills, ability to prioritize multiple tasks and anticipate potential problems.

*Roles and responsibilities can often be expanded to accommodate changing business conditions and goals, as well as to tap into the skills and talents of the individuals in the company. Accordingly, associates may be asked to perform duties that are outside the specific functions that are listed.*

*Prio Wealth is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, genetic information, creed, marital status, sexual orientation, gender identity, disability status, protected veteran status, or any other protected status under federal, state, or local law.*

## ABOUT PRIO WEALTH

When we founded Prio Wealth (formerly Seaward Management) 34 years ago, we looked to give our clients advice that worked for them and their goals. We built our registered investment advisory firm to help them make the most from their money. Fast-forward three decades and we are still focused on individualized wealth management but with a wider view. We have learned from our clients that making financial decisions is even more about life – and less about money – than we thought.

We discovered that life's priorities drive money decisions not the other way around and that people's values and their views on money are what is central to managing wealth. The problem is most advisors do not have a framework to help clients clarify their priorities and make good choices and trade-offs in their financial lives.

With this insight, we made the decision to evolve our wealth management approach and to add new tools to bring life and money together for our clients. Our new name, "Prio," reflects the way we help clients understand how they feel about money, determine what really matters to them, and then use their priorities to guide every decision we make together about their finances.

We continue to be a leading investment firm with deep experience in wealth management and planning, but we are now even stronger champions for our clients. We understand people want to live a rich and meaningful life, and since getting there can be complicated, our approach offers the clarity, confidence, and control to make managing life and money so much simpler.