



Portfolio Administrator

Job Description

Position Description

The Portfolio Administrator at Penobscot Financial Advisors (PFA) is responsible for maintenance of the team's investment models, client portfolios & reporting. PFA's Investment Committee will direct the Portfolio Administrator to gather necessary data for investment research, update & maintain model portfolio targets, and rebalance client portfolios. The Portfolio Administrator will also trade all client accounts as needed for money movement, or as directed by Financial Advisors. The position will be responsible for maintaining the firm's Portfolio Accounting System. This includes setting up new accounts, performing audits to ensure data accuracy, generating reports, and problem solving. The role will include extensive coordination internally with the Operations & Investment Committees, as well as externally with the firm's custodians and software vendors.

Position Reports To: Chief Investment Officer

Essential Duties/Responsibilities:

- Maintain model portfolio targets and benchmarks in various custodial & software platforms.
- Maintain internal investment commentary.
- Monitor account allocations for drift from target allocations.
- Trade all client accounts during rebalances, as well as routine trading for new accounts, money movement, or as directed by Financial Advisors.
- Work with custodial trade desks to research unique positions, ensure best execution on trades, and minimize execution costs.
- Utilize Morningstar Direct to gather investment data as directed by Investment Committee.
- Set up new client accounts and portfolios in Portfolio Accounting System.
- Maintain Portfolio Accounting System, and perform routine audits to ensure data accuracy.
- Create and generate custom reports from Morningstar and Portfolio Accounting System.
- Monitor routine money movement to ensure appropriate cash allocation in client accounts.
- Collaborate with external custodial partners and software vendors to maintain efficient procedures for completing work.
- Collaborate with Investment & Operations Committees to complete special projects as needed.

Competencies:

- Exceptional technical skill; quick study with new technology.
- Self-motivated; ability to multi-task independently and prioritize to meet deadlines.
- Detail and customer oriented; strong organizational skills.
- Team player; ability to collaborate and work with, and through, others.
- Excellent communication & problem solving skills.
- Ability to be proactive, and not reactive, to all aspects of daily job functions.
- Demonstrated ability to maintain and query databases.
- Demonstrated ability to execute securities trades.
- Possesses and exhibits a positive, friendly, can-do attitude.

Work Experience & Education

- Bachelor's Degree in a relevant field of study is required.
- Minimum of 1-3 years in Financial Services Industry is required.
- Experience working under a Registered Investment Advisor (RIA) or other Investment Advisory Firm is preferred.
- Experience using Morningstar Direct, Black Diamond, and Redtail (or other CRM) is preferred.
- Proficiency with MS Office; excellent Excel skills.