

# FIRM SUMMARY

Diversified Trust is an employee-owned comprehensive wealth management firm based in the Southeast with over \$H billion of client assets under management. Our clients include individuals, multi-generational families, family offices, foundations, endowments and retirement plans. We provide tailored investment management, financial planning, trust and estate, family office, and institutional advisory services through our offices in Atlanta, Charleston, Greensboro, Memphis and Nashville.

## POSITION

Investment Operations Specialist

## OFFICE

Nashville

## SUMMARY

Diversified Trust is a growing company, looking to add to our Operations Team. We are seeking highly motivated, service-oriented, entrepreneurial-minded individuals to join us.

## CONTACT

HR@diversifiedtrust.com

## FOR MORE INFO ON DTC

diversifiedtrust.com  
Please review our videos.

## FLSA STATUS: EXEMPT

### DISCLAIMER:

*This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.*

### Job Summary:

The Investment Operations Specialist works with and supports the Operations, Investment, and Client Administration teams in providing exceptional wealth management, investment advisory and estate/trust services to firm clients. This position serves as the general knowledge base on all operational aspects of investment operations best practices, processes and adoption of core business applications.

### Primary Duties and Responsibilities

The primary responsibilities of this position include, but are not limited to, the following:

- Develop documentation of investment operations processes and procedures, and also perform testing of these procedures
- Partner with the Investment and Client teams to oversee the operational implementation of platform alternative assets (PE, PRE, HF)
- Perform various Investment Operations functions including trade administration, common trust fund administration, asset classification, maintenance of business applications, etc.
- Perform transaction audits and performance reconciliations and research performance anomalies as needed
- Coordinate and ensure completion of client or firm-specific projects as needed
- Other responsibilities as may be assigned (all personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed)

### Skills / Competencies

Intellectual curiosity and strong work ethic. Attention to detail with excellent organization skills and the ability to work independently. 3+ years of experience with accounting principles, financial markets, performance measurement and reporting systems is required. Experience with alternative asset administration in a wealth management firm preferred.

Strong communication and interpersonal skills with the ability to multi-task and adapt to rapid changes. Excellent computer skills, with specific proficiency in Microsoft Office Suite (especially Excel). Comfortable with hybrid work environment (combination of remote and in-office). Ability to maintain strict confidentiality of client and company information and to effectively follow risk management policies and procedures.

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*If this job seems like a good fit, please email your resume to HR@diversifiedtrust.com*