CORNERSTONE CAPITAL ADVISORS
1640 CORPORATE WOODS CIR
UNIONTOWN OH 44685
WEBSITE: WWW.CCADVISORS.COM

JOB DESCRIPTION

General Job Title: Portfolio Administrator

Original Date: 11/21/2007 **Revised Date:** 8/15/2016

Unit: Operations Team **Department:** Portfolio Administration

Basic Function and Scope of Responsibilities: Establishes and maintains client accounts including the compilation and completion of client, custodian, and firm paperwork; review and maintenance of client transactions and activity; execution of client and firm tasks such as asset transfers, preparation of reports, and general support of portfolio and investment strategies.

Principal Responsibilities:

- Manage the "New Account Process" - Complete new account applications, power of attorney and transfer forms. Manage the transfer process to completion and reconcile data upon transfer. Setup new portfolios in portfolio management system, Tamarac and our CRM. Create and maintain client reporting groups for both the client and internal reporting. Establish and maintain client "portal" accounts.
- Assist with the "Quarter-end Process" including account reconciliation and report preparation.
- Monitor and process Schwab alerts; coordinate applicable forms with clients including address changes, check orders, moneylinks, journal requests, IRA distributions, name changes, etc. Respond to client requests and assist in client meeting preparation.
- Execute trade orders per the Senior or Lead Advisor or the Financial Planning Analyst.
- Acquire and maintain access codes and website addresses for all non-Schwab accounts. Retrieve non-electronic investment data directly from custodians or clients. Update Portfolio Management System with the investment data, at minimum quarterly.
- Acquire and maintain necessary agreements, discretionary authorizations, and signed power of attorney forms for all accounts.
- Provide quarterly client reporting, tax reporting, and performance reporting for client meetings.
- Acquire cost basis for new AUM (assets under management) for taxable accounts and work with Tamarac Advisory Services to enter the cost basis into our portfolio management system.
- Monitor and manage client cash flows.
- Manage client data in our Document Management System.
- Maintain existing client relationships by providing exceptional client service.
- Develop, coordinate, and maintain long-term relationships with custodian back offices (Schwab Institutional, Tamarac, Jefferson National, etc.).
- Communicate and collaborate with team members regarding accounts and processes.
- Perform other job-related duties or special projects as assigned.

Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

☐ High School Diploma or GED

✓ Vocational School or some college courses

☐ Associate's Degree, Trade or Technical School

☐ Bachelor's Degree

☐ Master's Degree

☐ Doctoral Degree

Training, Skills, Knowledge and/or Experience: (R) Required (P) Preferred

- General experience in this field: 0-3 years (P)
- Bachelor's Degree (P)
- Microsoft Word and Excel (R)
- Must be able to analyze and correct data, prioritize work, and communicate effectively with staff, clients and professional partners
- Good time management and organizational skills
- Ability to create and implement processes and systems
- Proactive approach to diagnosing and solving potential issues/problems in the Portfolio Administration Area.

Authority:

Decision Making Authority
What is the nature of the direct supervision that is provided to the incumbent of this position?

- General guidance is given - periodical checking
- **Financial** None

Supervisory Responsibility:

✓ No supervisory responsibility

☐ Provides guidance, leadership, or training to other employees (no direct supervision)

☐ Directly responsible for supervising non-exempt, clerical, or office administrative personnel

☐ Directly responsible for supervising exempt, professional, or technical employees

☐ Directly responsible for supervising supervisory/managerial employees

Organizational Structure:
Job Title to which this position reports: Portfolio Admin Manager

Job Titles indirectly reporting to this position : None

Working Conditions: Professional office environment. Evening/weekend hours may be required at times.

Resume and cover letter should be sent to: Brenda Winslow, Operations Manager
bwinslow@ccadvisors.com
Subject Line: Portfolio Administrator

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Cornerstone Capital Advisors, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.