

SALI Fund Services Operations Analyst

Firm Summary:

Founded in 2002 and based in Austin, TX, SALI Fund Services (“SALI”) provides a turn-key solution for the creation and administration of Insurance Dedicated Funds (“IDFs”). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 120 separate IDFs with over \$10 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

Position Summary:

SALI is seeking a full-time Treasury and Operations Analyst to handle investment and redemption transactions with our funds. This individual will work closely with other members on the operations and accounting teams and support key internal and external business partners.

Responsibilities:

- Process limited partner investments, redemptions, wires and documentation
- Process investment fund subscriptions, redemptions, wires and documentation
- Assist with investment and redemption tracking and compliance
- Help maintain internal database (Salesforce and SharePoint)
- Participate in team projects, assignments and team responsibilities such as continual process improvement and strengthening of business controls

Desired Skills and Experience:

- 4-year college degree
- Strong attention to detail
- Accounting background helpful
- Minimum 2-3 years professional work experience
- Must work effectively in a team environment
- Strong quantitative skills and excellent written/verbal communication skills
- Flexibility to adapt to changing work priorities and assignments and ability to meet deadlines
- Excellent PC-related skills (Salesforce, Excel, Word, Outlook or other software applications) a necessity
- Broad understanding of investments preferred but not required
- Willingness to “roll up your sleeves” and assist in any way necessary
- Shows initiative, self-motivated, professional demeanor, and desire to learn

Compensation/Benefits:

- Annual compensation package is commensurate with experience
- Comprehensive benefits package includes medical, life, disability, 401(k), Flexible Spending Account, Profit Sharing, and other voluntary benefits

Please send a cover letter with salary requirement and resume to hr@sali.com