

Position Description

Title: Portfolio Analyst

Reports to: Portfolio Manager

Salary Range: \$70,000-\$85,000 annually with potential for annual bonus based on firm profitability and employee performance.

Benefits:

- Medical, Dental, and Vision insurance: 80% employer paid premiums for employee and 50% employer paid premiums for dependents. Two plan options: High deductible with HSA and low deductible plan.
- 100% employer paid premium for Group Term life, voluntary employee paid life and AD&D Insurance.
- 401(k) with 100% company match up to 4% with both Traditional and Roth options.
- Voluntary long-term Disability Insurance.
- Paid time off: 17 days annually for new hires, two half-days per month, 10 holidays plus 1 floating holiday, birthday leave, bereavement leave, 16 hours per year of volunteer leave.
- 100% remote work schedule.
- Certification and designation sponsorship, tuition reimbursement up to \$5000 annually.
- Additional benefits: fitness membership reimbursement, internet reimbursement, one month paid sabbatical after 5 years of employment, employee home loan program, donation matching, recognition program, employee referral bonus, and company events.

NWAM, LLC dba Northwest Asset Management is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Diverse and inclusive teams have a positive impact on the services we provide our clients and advisors. We embrace and encourage our employees' difference in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Military veterans and spouses are highly encouraged to apply.

NWAM, LLC dba Northwest Asset Management is an SEC Registered Investment Adviser.

Job Summary

The Portfolio Analyst will assist the Portfolio Manager in the Asset Management department and is primarily responsible for portfolio trading and execution of advisors' model portfolios, due diligence, updating databases/platforms, rebalancer tool maintenance and updates, and some administrative support as needed. May participate in or develop investment strategies with the assistance of the Portfolio Manager. Ideal candidate has experience with Excel, CRM, Orion, Tamarac, and Fidelity and Schwab trading platforms.

Duties and Responsibilities

The Portfolio Analyst can expect to focus in the following areas:

- Assist the Portfolio Manager, and serve as a backup, with all areas of the Asset Management department including decision-making processes by providing data-driven analysis and recommendations.
- Serve as Product Manager for Tamarac AV and Orion, and other reporting/trading software while conducting software maintenance and training.
- Ongoing review of client needs, as well as being able to provide solutions to client issues as it relates to the services of the Asset Management department.
- Trading and execution of model portfolios designed by IARs or RIAs in the Asset Management program.
- Cash management for all portfolios under the Asset Management department.
- Client portfolio allocation monitoring/maintenance.
- Performance report template design and draft.
- Ensure compliance with regulatory requirements and internal policies in portfolio management activities.
- Updating databases/platforms.
- Custodian and Institutional client interaction for various trading, investment or support matters.
- Other responsibilities as assigned.

Requirements and Qualifications

- Bachelor's degree from an accredited college or university. Preferably in finance.
- Series 65 or combination of Series 7 and Series 66 required.
- CFA candidate preferable.
- Proficiency with windows-based software (e.g. Word, Excel, PowerPoint, and Outlook) is required.
- Very accurate detailed oriented person who can use (or be trained to use) CRM, Trading software and Tamarac/Orion and is self-motivated.
- Team player who is organized, trustworthy, analytical, and adaptable who can prioritize, be productive and follow a process (especially trading during market hours).
- Candidate who can juggle working in an environment that may appear low key but where standards and expectations are high.
- Strong analytical, organizational and project coordination skills with the ability and experience to handle and prioritize multiple assignments and conflicting deadlines, while providing a high level of client service.
- Ability to work effectively under pressure with tight deadlines, with attention to detail, and the ability to handle conflict and negotiate resolution.
- Excellent written and verbal communication skills – clear, concise and organized.
- Be self-motivated, show initiative and creativity in all aspects of work (e.g. creating new methods to streamline tasks).
- Work independently with little supervision and knows when to ask for guidance, clarification, assistance.
- Possess a high level of professionalism, confidentiality, discretion and judgment.
- Solid strategic thinker and problem solver.

