CALIFORNIA STATE UNIVERSITY, STANISLAUS
CAREER SERVICES, ADVISING RESOURCE CENTER
One University Circle, Turlock, CA 95382
Phone (209) 667-3661/FAX (209) 664-7032/Email career@csustan.edu

Submit

Employment Listing Form

All of the following information will be made available for student review.

Position Type Internship ☐ Part-Time ☐ Full-Time ☑ Summer ☐

Position Title Derivative Operations Specialist, Associate 1

Company Name State Street

Application Period 6/25/15-8/25/15 **Start Date** TBD **No. of Openings** 5

Days/Hours M-F, 8-5 **Wage/Salary** Commensurate with experience **Location** Sacramento, CA

Job Description

As a Derivatives COE, Associate 1, you will interact internally with global Centers of Excellence, Client Operations teams, business unit Shared Service teams and Joint Venture operations teams to complete applicable day-to-day activities, relating to the overall processing for assigned clients and portfolios.

Overall Responsibilities:
- Use the OTC HUB application to process derivative transactions to include: trade posting, dividend accrual and payments, corporate action processing, security pricing, and derivative ledger processing
- Reconcile transactions, both cash related and position related, to Prime Broker and client on a daily basis, promptly escalating and researching any discrepant items
- Garner an understanding and conceptual application of complex investment strategies including, but not limited to; CFD, Credit Default Swap, Interest Rate Swap, Basket Swap, Total Return Swap, and Options
- Works in conjunction with individuals on the team as well as other shared services/COEs, India and Client Operations to ensure seamless processing according to the fund's policies
- Supports the research and resolution process for exceptions and inquiries, creating Prime Broker relationships and liaising as necessary to seek assistance in exception resolution
- Support Client Operations in providing COE related information needed to prepare financial statements and reports for client, shareholder, director and management reports, in an accurate and timely manner
- Supports Client Operations and Joint Venture team in providing appropriate information for preparation and research of proofs as needed
- Remains familiar with back-up procedures when system applications and/or transmission problems arise
- Develop an understanding of Corporate Action types, processing requirements, processing timelines, and how those actions may affect fund asset values
- Maintains records in support of audits
- May perform other duties as requested

Qualifications

- Bachelor's degree with business related coursework or B.S. degree in Accounting or Finance preferred.
- 0-1 years of related custody and/ or fund accounting experience, accounting, finance, mutual fund operation, loan operations or related careers preferred.
- Strong computer competence (Microsoft Applications: Word, Excel)
- Aptitude for math
- Strong interpersonal skills
- Strong communication (verbal and written) skills
- Ability to multi-task
- Ability to work under pressure, and within a deadline oriented environment

How to Apply

To apply for this position, visit our website, www.statestreet.com/reachhigher. Click on Search Jobs and use "Sacramento" or the Job ID Number as a Keyword.

Contact Person Anne Houska

Mailing Address 801 Pennsylvania Ave.

City Kansas City **State** MO **Zip** 64105

Telephone 713-667-8229 **FAX**

Email amhouska@statestreet.com **Website**

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