



Operations Analyst

Located in Winston-Salem, North Carolina, Verger Capital Management LLC is an outsourced Chief Investment Officer (OCIO) firm dedicated to providing investment management services to non-profit endowments and foundations. Through our advisory services, we seek to serve institutions in their philanthropic endeavors, whether that means the ability to award scholarships to students, provide grants for research or offer valuable services to their respective communities.

Formerly the Office of Investments of Wake Forest University, Verger was formed in 2014 to manage the University's endowment, as well as other endowment and foundation clients. With \$2.3 billion in assets under management today, we are looking to expand our team of investment professionals.

At Verger, we take culture seriously. Our team is comprised of experienced and dedicated professionals who are driven by the opportunity we all share to grow and shape the future of the firm. We work hard and enjoy a sense of community and family among our team and our clients. In addition to a strong culture, Verger also offers its employees competitive compensation plans, generous PTO and medical/dental/401k benefits.

For more information on our firm and our team, please visit our website at vergercapital.com or follow us on [LinkedIn](#).

The **Operations Analyst** is a key member of Verger's operations team and reports directly to the CFO. This position supports data management, client reporting, and performance reporting of investments managed by the firm. The Operations Analyst must possess strong computer, analytical and organizational skills, attention to detail, and the ability to work well in a team environment.

Essential functions include:

- Serve as system administrator for the firm's performance reporting platform, maintain data within the system ensuring data integrity and accurate outputs, and generate reporting out of the platform.
- Monitor the accuracy of portfolio trades and cash flows.
- Perform periodic account reconciliations.
- Authenticate performance files and verify data to be used in external reporting.
- Maintain the firm's Client Management System to support operations.
- Monitor and resolve any issues related to the transfer of data between external partners.
- Perform exception reporting and analysis to assist the Valuation Committee with oversight of portfolio investment valuations.
- Support annual tax and audit reporting requirements.
- Assist with operational compliance tasks.
- Collaborate across all functions of the firm.

The ideal candidate will possess:

- High level of integrity, a proactive entrepreneurial mindset, and the ability to work in a dynamic team environment.
- Excellent quantitative and analytical abilities, strong attention to detail; a high degree of accuracy is required.
- Self-motivated with the ability to manage time effectively, set priorities and meet deadlines.
- Maintain a positive attitude and willingness to take on new challenges.



- Ability to manage multiple tasks under pressure and demonstrate sound judgement and discretion in a potentially stressful environment.
- Strong communication skills, with attention to detail and ownership of final deliverables.
- Desire to work in a small team environment.
- Proficiency in Microsoft products, database management, and experience with Client Management Systems strongly preferred.
- Bachelor of Science or Bachelor of Arts degree.

This position is located in Winston-Salem, North Carolina.

Interested candidates should submit both a cover letter and resume to info@vergercapital.com with the subject line "Operations Analyst Candidate Application".