



## **Investment Operations Analyst**

### **Company Overview**

Pugh Capital Management, Inc., founded in Seattle in 1991, is proud to be 100% employee- and founder-owned. Our culture emphasizes inclusivity, teamwork, and excellence. We believe that diverse perspectives lead to better outcomes for our clients, our team, and the communities we serve. We specialize in active fixed-income portfolio management for U.S.-based institutional investors and manage over \$13 billion in assets. Our mission is to deliver exceptional client service and fixed income products across the credit and maturity spectrum through a disciplined and thoughtful approach to people, investments, and business management.

Pugh Capital has built a firm that attracts, develops, inspires, and retains exceptional and diverse talent. We hire and cultivate skillful and diverse professionals that are collaborative, community oriented and client centric. We aspire to be a firm that employees view as “Best Places to Work” and clients view a best firm to work with.

We are looking for an energetic and self-motivated person who wants the opportunity to join a growing boutique fixed income investment firm. This role requires someone who is comfortable working in a highly collaborative and intellectually stimulating environment and who seeks to constantly grow, make an impact and evolve. Our firm has a culture of compliance that we seek to maintain and evolve in service to our clients, employees, and stakeholders.

### **Job Description**

We are seeking a self-motivated and detail-oriented Senior Analyst to join our Investment Operations team. This critical role provides direct support to portfolio management, trading, client service, compliance, and technology functions. Reporting to the Operations Manager, the Senior Analyst will be responsible for trade support, trade settlement activities, portfolio accounting, client reporting, and operational technology oversight relating to these functions.

This is an exciting opportunity for someone with a strong investment operations foundation and a passion for improving systems and processes in a fast-paced environment. The ideal candidate brings both analytical rigor and systems expertise to investment operations. This position plays a vital role in ensuring the integrity and efficiency of our investment operations, which directly supports the firm's ability to serve institutional clients with excellence. You will have visibility across departments and a hand in strengthening our infrastructure for long-term growth.

### **Trade Operations & Settlement**

- Process and post trades/cash transactions in the portfolio accounting system
- Ensure timely and accurate trade settlement, coordinating closely with brokers and custodians
- Investigate and resolve trade discrepancies or fails
- Maintain and update client standing settlement instructions (SSIs) in ALERT
- Reconcile client accounts daily, resolving breaks in coordination with custodians and internal teams
- Set up and maintain security master data across systems
- Support portfolio managers and traders with operational trading workflows and troubleshooting
- Assist with processing of corporate actions

### **Client Account Administration**

- Serve as a responsive liaison for custodians, clients, and broker-dealers regarding account-level questions or documentation
- Assist in preparing accurate, timely, and customized client reports
- Monitor MFN (Most Favored Nation) clauses and assist with client invoicing

### **Investment Guideline and Technology Support**

- Assist the Chief Compliance Officer with investment guideline monitoring and compliance system updates
- Maintain and enhance the trade order management system (OMS) and portfolio accounting software; manage version upgrades and perform UAT (User Acceptance Testing)
- Troubleshoot day-to-day technical issues across investment systems; coordinate with IT vendors as needed
- Support cybersecurity initiatives and infrastructure improvements alongside the IT team and CCO
- Maintain and distribute end-of-day trade files and other operational deliverables

### **Project and Process Improvement**

- Lead or support operational efficiency projects, including workflow redesign, automation, and system enhancements
- Collaborate cross-functionally with investment, client service, and compliance teams to identify and implement scalable solutions
- Maintain internal operations documentation and manuals to ensure process continuity and compliance

### **Required Skills / Responsibilities**

This position requires an individual who is detail-oriented, well organized, flexible, enjoys troubleshooting and is accurate with numbers. The successful candidate will be proficient with Microsoft Excel and other Microsoft products as well as with Bloomberg products particularly AIM and ideally PORT. Other requirements include good customer service skills and the ability to exercise initiative and prudent judgment. The person in this role must be reliable, able to work independently, and be proactive.

### **Desired Skills**

- Bachelor's degree in business, economics, finance, accounting or closely related field.
- 5+ years of relevant experience in an operations
- Prior experience with Advent Axys / APX, Bloomberg, Omgeo OASYS, CTM and TradeSuite ID Web, a plus.
- Knowledge of fixed income securities is highly preferred and knowledge of mortgage backed securities is a plus.

### **Salary Range for this position**

A reasonable estimate of the current base salary range for this position is \$85,000 – \$125,000 with the exact amount driven by several factors including relevant experience, knowledge, education, and the degree to which the candidate meets the role requirements and qualifications. This position would also be eligible for competitive benefits such as healthcare, retirement savings program, vacation, and other benefits.

Pugh Capital Management is an equal opportunity employer, which means we comply with all federal, state, and local laws that prohibit discrimination when making all decisions about employment. As equal opportunity employer, our policies prohibit unlawful discrimination on the basis of race, religion, color, national origin, ancestry, sex (including gender, gender expression and gender identity), pregnancy, age, physical or mental disability, medical condition, genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law.

**If you are interested in applying for this job, please send your resume and cover letter to Jean-David Larson via email at [careers@pughcapital.com](mailto:careers@pughcapital.com).**