



The Rice Partnership

Trader and Research Analyst

Reports to: Chief Investment Officer (CIO) and Portfolio Manager

Location: San Luis Obispo and Paso Robles, CA

Benefits: Yes

Status: Full-time, Exempt

Posting date: July 2023

Firm overview The Rice Partnership is a boutique investment advisory firm established in 2005 specializing in wealth management solutions. Our team is composed of bright-minded individuals who help clients while exemplifying the utmost integrity and the highest standards of professionalism. Our clientele consists of executives, business owners, and family offices. Are you seeking a firm that provides clear career paths, support, and coaching to help you reach your professional goals? We work in a friendly and supportive environment with established career paths and plenty of opportunities for long-term growth and advancement.

Job summary We seek a Trader and Research Analyst who will work closely with the executive team and investment committee on trading, investment evaluations, portfolio management, and presentation creation. You'll be responsible for trading securities within client portfolios using individual securities or a combination of securities and third-party managers.

Duties and Responsibilities

- Monitoring all managed client portfolios
- Implement plan created by CIO; buy and sell securities as needed; complete trade corrections quickly and efficiently
- Performing accurate and on-time trade execution, following all regulations and firm fraud prevention protocol, and conducting daily reviews to detect errors and potential issues
- Continually collaborating with custodian operations to process transactions accurately and provide oversight of client cash inflow/outflow
- Ensure daily trade logs are checked and reconciled
- Review client transactions and activities; prepare reports as requested
- Collaborate as a member of the client relationship management team; communicate with clients as needed
- Support investment and client service team as needed
- Attend client and team meetings as required
- Assist in preparation of updates for the investment strategy meetings
- Contribute to research under the supervision of CIO

- Assist with special projects (i.e. development of an economic scenario analysis study, development and production of special performance reporting formats for investment clients)
- Financial service software applications
- Other and/or different duties and responsibilities as requested

Qualifications

- Strong and relevant academic credentials bachelor's degree from an accredited college or university
- CFP (preferred), MBA and/or CFA (ideal)
- Has experience with portfolio management software tools
- Has advanced analytical and quantitative skills, with demonstrated sound judgment in working with clients
- Possesses polished technical, written, and verbal skills
- Deftly and independently evaluates and interprets data
- Proficiency with Word, Excel, PowerPoint and Outlook
- Detail-oriented, accurate, organized, able to set priorities
- Strong written and verbal communication skills
- Self-starter, takes initiative
- Team player, collaborative, able to work with and through others
- Desire/ability to work successfully in a small company environment
- Exemplifies very high professional standards, honesty, and integrity

Salary and Benefits

Pay/benefits are competitive based on industry standards.

- Base salary commensurate with experience, in the range of \$52,000-\$82,000
- Benefits include dental, health care, 401(k) Profit Sharing
- A flexible work schedule, with the option of working remotely on occasion
- Paid personal time off (PPTO) that associates may use for unlimited vacation and flexible time off
- Partial and/or full financial support for professional accreditation/continuing education requirements and other professional/leadership development opportunities

The Rice Partnership is an Equal Opportunity Employer
Please note a background check is part of our pre-hire due diligence process.

1099 Alakea Street, Suite 2510

Honolulu, HI 96813

808-585-7788

Email: Lia@thericepartnership.com

www.thericepartnership.com