

Financial Services Company Seeks Operations/Accounting Clerk

We are seeking a candidate with a high degree of organizational skills who is detail oriented and has a desire to learn. A background in operations and/or accounting is highly desirable. This is an entry level position, but has the potential to become a great deal more. Good management skills and a positive attitude are a must. You do not need an extensive background in finance; however some knowledge in the world of securities and equities is required. Target compensation of 40-45k.

Below is a list of questions to answer in lieu of a cover letter. Please be concise in your answers (two sentences or less). Long answers will not be evaluated for the position. Thank You for Your Time.

- A. Name of the University you attended.
- B. What degree did you obtain?
- C. Date Obtained?
- D. What was your GPA upon graduation?
- E. Detail out Accounting and/or Operations experience or any experience you feel is relevant.
- F. Please list your hobbies and interests.

The Ideal Candidate:

- Has 1-2 years of experience
- Is proficient in Microsoft Products, i.e. Word, Excel, PowerPoint and Outlook
- Has worked at an Administrator, Hedge Fund or other Financial Institution
- Thrives in a small, fast paced, team oriented environment where teaching is very important
- Has a good sense of humor and works well under pressure
- Has excellent written and verbal communication skills
- Has superior organization skills and is detail oriented
- Enjoys projects

Please send your resumes and cover letters to operationsaccountant@gmail.com.