



OPERATIONS/DATA SPECIALIST BSW OPERATIONS GROUP

Ideal Candidate – Who You Are:

- Are you detail-oriented and skilled at oversight + tracking of projects?
- Do you enjoy organizing? Are you excited by the prospect of building and managing processes? Does your mind race with how to do things more consistently, with scalability, excellence, and efficiency?
- Do you enjoy working with data?
- Do you enjoy helping people? Partnering with colleagues while also working independently?
- Are you looking to grow with an innovative team and join a company that is independent, employee-owned, and nationally recognized as a Best Place To Work and uses business as a force for good?

BSW Wealth Partners – Who We Are:

BSW is a multi-family office and wealth advisory firm managing \$1.4 billion for a national and international clientele from offices in Boulder and Denver. Our purpose is to Make Life Better. BSW has been named a Best Place to Work by Outside Magazine, Investment News, and the Denver Business Journal; one of the top 300 Financial Advisers by the Financial Times; is Gender Equity Now certified; a Certified B Corporation; and a Public Benefit Corporation (PBC).

Position Description – Your Dream Positions:

The BSW Operations/Data Specialist role supports BSW's Operations Group through:

1. Management of BSW's portfolio accounting systems.
Manage BSW's portfolio accounting system through daily coding of new securities, cost basis updates and account maintenance. Manage and set up BSW Client households and vault access for dynamic reporting. Provide daily account reconciliation of private and public assets through our asset managers and third-party providers.
2. Manage BSW's dynamic and tax reporting.
BSW's dynamic, monthly, and quarterly reports are the firm's primary means to communicate with our clients regarding their investment performance, progress toward their financial goals and objectives, and adherence to their Investment Policy Statements. This requires management and mastery of BSW's investment and account reporting systems. Communicate with BSW Advisors and Clients regarding reporting matters. During tax time you will be responsible for gathering, reconciling, and distributing BSW Clients' tax documents via BSW's Client vault.
3. Assist BSW's Chief Compliance Officer with the firm's regulatory compliance needs.
Assist with periodic compliance testing and review requirements. Prepare forms 13F, 13H, 13D, and 13G as necessary. Review, confirm, and update restricted securities list with BSW's Investment Group. Reconcile trades daily.

Qualifications – The Right Stuff:

- Attention to detail, well organized, self-motivated, and self-managed.
- Ability to learn, understand, and master various systems and platforms (Tamarac, Schwab, Fidelity, etc.)
- Ability to develop internal procedures and systems.
- Ability to meet deadlines.
- Proficient in MS Office Suite, data entry experience. Familiarity with Dynamics 365 CRM preferred, not required.
- Outstanding integrity and discretion.
- Strong writing, excellent communication + customer service, and polished interpersonal skills.
- A desire and ability to provide a high level of service in a fast-paced and growing wealth advisory firm.
- Undergraduate degree preferred.



Perks – Why We’re A Perennial Best Place To Work:

- Winter & Summer Fun Days
- Profit Sharing, 401(k) Plan + Matching
- Health Savings Account + BSW-funded Healthcare
- Paid Maternity & Paternity Leave
- Employee Sabbatical Program
- BSW pays for obtaining and maintaining professional certifications
- PTO Days for Volunteering
- Healthy Lifestyle & Custom Workspace

B-Corp Status, Diversity & Inclusivity – Another Reason You Will Be Proud to Work at BSW:

BSW Wealth Partners is proud to be both a Public Benefit Corporation (PBC) and a Certified B Corporation. Certified B Corporations are for-profit companies seeking a better way to do business by meeting the highest standards of third party-verified social and environmental performance, accountability, and transparency. B Corp certification is part of a global movement that serves to redefine success in business so that companies aspire not only to be the best in the world, but best for the world. BSW’s certification highlights our commitment to diversity, equity, inclusion, and gender equity. **BSW is a company based on merit and excellence that welcome all races, genders, and sexual orientations.**

We encourage applications from all qualified candidates, including:

- Traditionally under-represented populations within financial services.
- Parents returning to the workforce after extended career breaks.
- People with physical disabilities or limitations.
- Transitioning military service members and veterans.

Application Process:

Submit your CV/résumé and a cover letter to nmurphey@bsw.com. In your cover letter, please address the following:

- *In your own words (20 or less), describe what you think BSW does.*
- *What are the top three reasons you are the best candidate for this position and for BSW?*
- *Why are you interested in our firm and this industry? What aspects? Do you have any applicable professional experience?*

