

IRONWOOD

OPERATIONS ASSOCIATE SAN FRANCISCO OR CHICAGO

About Ironwood

Ironwood Capital Management (“Ironwood”) is an alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$5.9 billion in private and registered funds for a diverse client base of high-net-worth individuals and institutional investors. Ironwood is 100% employee owned, with offices in San Francisco and Chicago. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on and low correlation to broader debt and equity markets.

Job Description

Entry level operations role focused on supporting Ironwood’s Accounting Team. Opportunity to learn about the alternative investment industry with room for professional growth and development.

Responsibilities

- Record and reconcile investor capital activity in coordination with internal teams and fund administrator
- Assist in the cash management and wire review process
- Review and reconcile payments to intermediaries
- Monitor investor liquidity
- Build and maintain relationships with external service providers. Provide oversight to ensure policies and internal control standards are being followed
- Generate reports and analysis for senior management, board of directors, and intermediaries
- Drive continuous improvement, automation, and internal control initiatives in support of team goals
- Maintain organized and thorough department documentation
- Monitor and organize department email inbox
- Perform other related tasks or projects as assigned

Skills & Requirements

- Bachelor’s degree or equivalent with strong academic record
- 0-2 years work experience
- Strong attention to detail and outstanding organizational skills
- Strong Excel skills (pivot tables, vlookups, sumif functions, etc.)
- Strong problem solver with a willingness to learn and take on challenges
- Ability to work independently to meet deadlines & complete projects
- Strong collaborative mindset and willingness to support teammates

Application Process

- Please send resume to resumes@ironwoodpartners.com
- Candidates must complete a case study to gain a better understanding of the day-to-day job responsibilities