



Entry Level Operations Analyst (Hybrid Position - Chicago)

About Phillip Capital Inc.

Phillip Capital Inc. is dually registered with the SEC/FINRA as a self-clearing broker dealer and the CFTC as a registered Futures Commission Merchant (FCM). We offer the opportunity to grow your skills and make meaningful, visible contributions to both your team and the company. We believe in integrity, accountability, open communication, and continual improvement to build for the long term. Our office in the iconic Board of Trade Building is conveniently located near Metra and CTA lines and close to restaurants, parks, shopping, and cultural institutions. Our building amenities include indoor bicycle parking, a gym, and a rooftop deck. Learn more about us at www.phillipcapital.com.

We are seeking an entry-level motivated individual with a technical background to join our growing Broker Dealer team as an Operations Analyst. This is an exciting opportunity for someone who would enjoy working with a growing securities operations team to help drive the company forward.

Responsibilities

- Assist with the expansion of the securities and options trading, clearing, and custody offering to new and existing clients, with a focus on custodian services, operating and supervisory procedures, and daily reconciliations
- Back up daily tasks related to clearing, settlement, pledging, exercise & assignment, expiration processing, corporate actions, and position transfers
- Identify, analyze, and resolve securities and option trade settlement breaks
- Collaborate to meet regulatory guidelines & recordkeeping (FINRA, OCC, SEC, etc.)
- Identify processes to automate and apply solutions
- Assist in periodic internal and external audit examinations
- Active involvement with process creation and improvement, workflow documentation and validation, and research related to new products
- Support other teams at Phillip as necessary

Qualifications

- Bachelor's degree in finance, economics, mathematics, computer science, or related field
- Proficiency in VBA, Excel, SQL and Python strongly preferred
- Strong analytical skills and ability to recognize and mitigate issues with process and tools
- Ability to efficiently handle a multitude of tasks while maintaining a low error rate
- Strong attention to detail, time management, and solid communication/organization skills
- Absolute integrity and ability to recognize and learn from mistakes

The pay range for this position is \$60-70K.

To be considered for this position, please apply via LinkedIn or Indeed or submit a resume directly to careers@phillipcapital.com with "Entry Level Operations Analyst" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters for this position.