

Phillip Capital Inc. Employment Opportunity in Chicago

Corporate Actions Manager

Phillip Capital Inc. seeks an experienced Corporate Action Manager responsible for performing mandatory and voluntary corporate action-related custody processing requirements, such as dividend payments, reorganizations, redemptions, proxy vote, unit separations, tax elections, etc. Also responsible for daily reconciliations, client reporting, impact of complex events, and disseminating event details to clients and management. The candidate should possess the drive and initiative to be a leader and self-starter with the ability to both participate and manage the daily operations within a developing self-clearing broker dealer.

Responsibilities

- Manage daily activities related to corporate actions within a self-clearing broker dealer.
- Perform daily reorg/div reconciliations using FIS Global (Phase 3) back-office functions.
- Communicate with clients regarding elections, distributions, and event details.
- Monitor full life cycle of events from ex or record date to pay date.
- Tally and submit voluntary redemption/merger elections to DTCC or Transfer Agents.
- Manage daily workflows within DTCC (CA Web, SMART Track, PBS, etc.).
- Ensure proper 1042s Income codes and tax withholding for non-US clients.
- Drive process improvements including those with internal and 3rd party IT systems.
- Work closely with Accounting, Options, Equities, and Securities Lending departments.
- Follow, create, and update operational procedures as needed.

Qualifications

- Minimum 5 years' experience in a Self-Clearing Broker Dealer in a managerial capacity.
- Strong understanding of corporate actions around equities, options, & securities lending.
- Deep understanding of reorganizations, warrants/rights exercise, tenders, mergers, unit separations, SPACs, liquidations, ADR terminations, optional dividends, tax elections, etc.
- Strong understanding of equity and options self-clearing operations.
- Strong analytical skills and ability to recognize and mitigate issues with process and tools.
- A strong level of proficiency in Microsoft Office products, especially Excel.
- Ability to efficiently handle a multitude of tasks while maintaining a low error rate.
- Attention to detail, and time management & solid communication/organization skills.
- Absolute integrity and ability to recognize and learn from mistakes.
- Previous experience with FIS Global (Phase 3) is highly sought after.

This opportunity provides a leadership opportunity within a growing global business located in the heart of Chicago's financial district. While residence in the Chicago area is preferred, it is also not a requirement.

Please send a resume to careers@phillipcapital.com with "Corporate Actions Manager" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters.

About Phillip Capital Inc. and the Phillip Capital Group

Phillip Capital Inc. is a growing SEC registered securities self-clearing broker-dealer and Futures Commission Merchant (FCM) firm based in Chicago. Phillip Capital Inc. has clearing memberships with CME Group, DME, ICE US, ICE EU, OCC, NFX, CFE, and DTCC. Find out more at www.phillipcapital.com and www.phillip.com.sg.