

## Phillip Capital Inc. Employment Opportunity in Chicago

### Corporate Actions Specialist

Phillip Capital Inc. seeks an experienced Corporate Actions Specialist with an emphasis on broker dealer corporate action tax compliance. The ideal candidate would have domain expertise and initiative in order to create document and validate this process.

#### Responsibilities

- Perform daily tasks related to operational tax issues in a self-clearing broker dealer.
- Work closely with compliance regarding due diligence, tax law interpretations related to a broker dealer and its clients; international, domestic, direct, and omnibus.
- Review and preparation of IRS Forms 1042-s, 1042, 1099 and verify clients' Chapter 3/4 status and W-8 & W-9, CP2100 Notices.
- Manage and update the firms FATCA compliance program.
- Manage the firms use of an outsourced tax compliance software service.
- Work closely with new accounts for applicable tax documentation requirements.
- Work closely with the Corporate Actions Specialist to make determinations.
- Advise firm on applicable tax law changes and rule interpretations.
- Assist Head of Equity Operations to achieve operational cohesiveness between each department with focus on visibility, teamwork, and efficiency.
- Processing elective dividends through the depository with respect to foreign withholding rates.
- Ensure the ongoing development and maintenance of written procedures, record keeping requirements, and adherence to all US guidelines and regulations as related to the services.

#### Qualifications

- Minimum 3 years' experience as a Securities Tax Analyst with a financial institution.
- Strong understanding of IRS international and domestic rules related to financial brokers.
- Strong understanding of the DTCC EDS process including interpreting important notices
- Understanding of corporate actions; familiarity with GlobeTax.a plus.
- 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.
- Previous experience with FIS Global and Wall Street Concepts a plus.

This opportunity provides advancement opportunities within a growing global business located in the heart of Chicago's financial district. The position offers a competitive benefits package, exciting growth potential in an office with an open floor plan, and good access to public transportation.

Please send a resume to [careers@phillipcapital.com](mailto:careers@phillipcapital.com) with "Equity Operations Tax Specialist" 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](http://www.phillipcapital.com) and [www.phillip.com.sg](http://www.phillip.com.sg).