

## **We're Hiring – New Accounts Manager** **Location: Chicago, IL (Hybrid)**

Phillip Capital Inc., located in Chicago, is dually registered with the SEC/FINRA as a self-clearing broker dealer and the Commodity Futures Trading Commission (CFTC) as a registered Futures Commission Merchant (FCM) serving professional traders and institutions with customized clearing, custody and global market access solutions.

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](http://www.phillipcapital.com) and [www.phillip.com.sg](http://www.phillip.com.sg).

We are seeking a New Accounts Manager to oversee the end-to-end onboarding and maintenance of brokerage accounts with a strong emphasis on regulatory compliance and risk management. This role ensures that all account opening activities adhere to FINRA, SEC, AML, and other regulatory standards, while maintaining internal controls and minimizing operational and reputational risk. The New Accounts Manager will supervise the New Accounts team, serve as the escalation point for compliance-related issues, and partner with Compliance, Legal, and Risk Management to implement best practices across the clearing brokerage

### **Key Responsibilities**

#### **Regulatory Oversight & Compliance**

- Ensure strict adherence to FINRA, SEC, OFAC, AML, CIP, and KYC requirements in account opening and ongoing maintenance.
- Conduct supervisory reviews of new accounts, focusing on documentation completeness, suitability, and red-flag indicators.
- Escalate potential fraud, high-risk clients, and regulatory exceptions to Compliance and AML officers.
- Monitor account opening processes for gaps or control weaknesses; implement corrective actions.
- Maintain audit-ready records and support internal/external regulatory examinations.

#### **Risk Management**

- Act as first line of defense in identifying and mitigating compliance and reputational risks tied to client onboarding.
- Oversee enhanced due diligence (EDD) reviews for high-net-worth, institutional, and foreign accounts.
- Develop, implement, and monitor risk-based procedures to reduce NIGO (Not In Good Order) submissions and minimize exceptions.

## Operational Leadership

- Manage and supervise the New Accounts team to ensure timely, compliant processing of account applications.
- Implement training programs for staff on evolving regulatory standards and internal compliance policies.
- Partner with IT and Operations to enhance onboarding platforms for stronger compliance controls.
- Generate reporting on exception trends, high-risk accounts, and compliance metrics for senior management.

## Client & Broker Support (Compliance-Centric)

- Serve as subject matter expert (SME) to introducing brokers on regulatory documentation, disclosures, and account approval standards.
- Provide guidance to internal stakeholders on compliance-related account opening questions.
- Ensure brokers and advisors are properly trained in requirements for different account types (retail, institutional, retirement, trust, international, etc.).

## Qualifications

- Bachelor's degree in Finance, Business Administration, or related field
- 7+ years of brokerage operations or compliance experience, including supervisory responsibilities.
- Deep knowledge of FINRA, SEC, and AML/KYC/CIP rules, as well as clearing firm requirements.
- Experience liaising with regulators (FINRA exams, SEC inquiries, AML audits) strongly preferred.
- Familiarity with account-opening platforms (Pershing, NFS, Apex, Broadridge, etc.) a plus.
- Exceptional attention to detail, documentation, and audit trail maintenance.
- Strong leadership and team management experience in a regulated environment.

To be considered for this position, please apply via LinkedIn or submit a resume directly to [careers@phillipcapital.com](mailto:careers@phillipcapital.com) with "New Accounts Manager" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters for this position.

Pay range: \$90,000- \$115,000