

We're Hiring – Operations Analyst and Sr. Operations Analyst **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 and www.phillip.com.sg.

We are seeking qualified candidates at the following levels:

Operations Analyst: 2-3 years of experience

Sr. Operations Analyst: 3+ years of experience

Our Operations Analysts play a critical role in ensuring the accurate and timely clearing of futures trades. This position supports day-to-day operations, reconciliations, and exception management across multiple clearing houses. The analyst collaborates with internal teams and external partners to maintain data integrity, streamline processes, and ensure compliance with regulatory standards.

Key Responsibilities (may vary by level)

- Perform allocations for various markets/exchanges, either through our middleware system (Lisa) and/or through exchange interfaces.
- Closely monitor first notice day/last trading day positions and work closely with the desk/customer, to make sure all is liquidated in an orderly fashion.
- Perform position maintenance for expiring option contracts daily, both at the exchange level and internal bookkeeping systems.
- Reconciliation of cash and positions for all cleared business, whether it be self-clearing and/or through a carrying broker.
- Reconciliation and setup of all exchange fees, maintaining registration for members and setups in the exchanges fee system.
- Maintain/adjust reportable positions for various governing bodies.
- Create and maintain execution agreements as well as collecting and paying invoices.
- Embrace a culture of continuous improvement and forward thinking. Help improve/test/create processes that make work more streamlined and eliminate redundant tasks.

Qualifications

- College degree preferred, with 2+ years of experience working in a financial firm, FCM preferred.
- Strong communication skills and the willingness to learn each day.
- Knowledge of the following exchange/operating systems:
 - CME GROUP (FEC/EFS/ DELIVERY PLUS/Regulatory Portal)
 - ICE (FEC/ECS/GUARDIAN/ECOPS)
 - LISA
- Proficient in all Microsoft Suite products, (intermediate/advanced excel skills preferred).
- Critical thinking skills and the ability to communicate both verbally and in writing and not afraid to give ideas.

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

Pay range will vary based on role applying for and relevant experience.