

NYLIM Job Posting

TITLE: Sec Ops Analyst

GROUP: Securities Operations

This position is in the Mortgage Backed Allocation and Derivatives Group in the Securities Operations department.

JOB DUTIES AND RESPONSIBILITIES:

- Confirming trades and resolving differences with traders and counterparties
- Instructing banks regarding trade settlements and resolving any settlement issues
- Reconciling cash between the accounting system and custodian records
- Maintaining indicative data in the MBS trading system
- Processing mortgage backed allocations
- Monitoring and posting collateral and income payments
- System testing, including documentation of test plans and results

QUALIFICATIONS:

- College degree
- Up to 3 years of Operations experience
- Strong system skills
- Good oral and written communication skills.

