CAROLINAS
INVESTMENT CONSULTING

PORTFOLIO ANALYST

Carolinas Investment Consulting, LLC in Charlotte, NC seeks a Portfolio Analyst to perform the following jobs duties: Working under supervision of Portfolio Investment Consultant, provide wealth management services to clients. Participate in all aspects of client relationship, from initial proposal through daily servicing. Maintain current knowledge of the clients' accounts; investment/planning history with firm; investment goals, objectives, and policy statements; family structure; and ongoing service needs. Coordinate with Financial Planning team, prepare and review performance reports including conducting statistical analysis. Brief Portfolio Investment Consultants for client meetings and propose re-allocation or strategic shifts when applicable. Execute client transactions or requests (e.g., journaling of funds, trading in equities, bonds, or mutual funds, etc.). Assist clients with Required Minimum Distributions. Execute gifting strategies for clients (e.g., charitable contributions, Donor Advised Funds, family gifting, etc.). Monitor and track clients' assets related to wealth planning. Maintain client records (e.g., legal and tax documents, outside statements, account paperwork, notes on communications). Assure that cash is invested according to client's Investment Policy Statement and market conditions. Monitor annuities for maturity or exchange. Differentiate and deploy cost basis disposal methods (FIFO, LIFO, etc.). Assist clients with realized gain/loss figures and year-end tax reporting information. Serve as a liaison to the clients CPA and attorney for tax, estate, and other planning purposes. Prepare performance reports that include current and trailing returns, alpha, beta and Sharpe ratio. Use standard deviation and maximum drawdown to create risk/return analysis. Create quarterly correlation matrix and regression reports. Analyze and organize client investments into different asset classes. Monitor and report on bond allocation, credit quality, current yield, yield-to-maturity, and bond duration. Review clients outside financial statements and maintain updates within Morningstar Direct, YCharts, and Black Diamond. Review manager adherence to strategy, portfolio drift, lead manager tenure, performance and other statistical comparison to benchmark and other active managers over different time periods and market conditions. Calculate and compare investment product financial ratios. Prepare monthly updates on the current economic outlook, indicators (e.g., unemployment rate). Use and analyze Google Analytics. Design, prepare, and execute prospecting material. Collect and maintain data relating to market research and initiatives. Help develop and produce new client proposals.

Must have a Bachelor's in Business Administration, Finance, or related. Must have a Series 65 license. Must have at least one year experience working with Microsoft Office (Word, Excel, Power Point, Outlook) through coursework or work experience. University-level studies must demonstrate coursework in the following areas: Financial and Investment Analysis, Economics, Statistics, Risk Analysis and Management, Accounting, and Communications (or Marketing).

The annual salary for this position is $82,000. Persons interested in this position should contact Jeanne Kelsey Fritchley at 5605 Carnegie Blvd. Suite 400, Charlotte, NC 28209, or careers@carolinasinvest.com.

This notice is posted in connection with the filing of an application for permanent alien labor certification. Any person may provide documentary evidence bearing on the application to the Regional Certifying Officer of the U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Avenue, NW, Room N-5311, Washington, DC 20210.