



Summary:

The Performance Analyst must be confident in working with MIG's more complex client relationships. In addition, the Performance Analyst must be an expert at all Data Group processes and procedures and may take on a leadership role in the group. Responsibilities include training Data Analysts and coordinating work flow. The Performance Analyst will also work with other MIG departments to ensure proper work flow, recommend and initiate work flow improvements, and increase inter-department communication.

While the normal workweek consists of 40 hours, this exempt-level position may require more than 40 hours per week to perform the essential responsibilities of the job.

Position Requirements:

- Bachelor's Degree in Finance, Economics, or related field
- One to three years of experience as a Data Analyst at MIG (or equivalent prior work experience)
- Progress towards CFA designation preferred
- Ability to gather, organize, and coordinate data from disparate sources
- Excellent quantitative skills with strong knowledge of investment statistics
- Mastery of spreadsheet programs and word processing software
- Demonstrated skill at analyzing, evaluating, and reviewing quantitative information, with a high degree of accuracy
- Exceptional attention to detail and organized work habits
- Ability to work efficiently and accurately under time pressure
- Ability to work well with others both internally and externally
- Familiarity with financial and statistical concepts
- Ability to work independently using prudent judgement and to pro-actively seek out new projects and responsibilities

Responsibilities:

- Independently gather, organize, and verify financial data related to client accounts and investment managers and strategies
- Apply knowledge of economic indicators, investment markets, attribution and benchmarks to independent analysis of investment results
- Maintain and update regularly databases of investment information
- Calculate and verify client-related investment data and statistics
- Produce client-ready data for quarterly and monthly reviews, including reviewing data for accuracy and reasonableness
- Investigate and resolve performance discrepancies; reconcile and validate results, ensuring that asset transfers and prices are appropriately reflected
- Collaborate on the development of internal indices and analytical tools
- Work with Investment Analysts and Consultants on special projects as needed
- Fulfill any and all other duties deemed necessary by management

Measures of Success:

- Accuracy and timeliness of client-related work product
- Level of proficiency with internal proprietary software, as well as external data providers such as Bloomberg, Thomson Reuters, and Morningstar Direct
- Level of effectiveness in interacting with external data suppliers (custody banks, investment managers)
- Contribution to improvements in the efficiency of the company's data oriented processes and procedures
- Maintenance of good working relationships with other employees
- Levels of satisfaction of Investment Analysts and Consultants as users of the Performance Analyst's services