



**Title:** Performance Analyst

**Summary:**

The Performance Analyst must be capable of working with MIG's more complex client relationships. 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.

**Job Requirements:**

- Bachelor's Degree in Finance, Economics, or related field
- Progress towards CFA designation preferred
- Ability to gather, organize, and coordinate data from disparate sources
- Excellent quantitative skills with strong knowledge of investment statistics
- Facility with spreadsheet programs and word processing software
- Demonstrated skill at analyzing, evaluating, and reviewing quantitative information, with a high degree of accuracy
- Excellent 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

**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 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 with 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