



Hershey Trust Company Position Description

Investment Operations Analyst

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

General Position Description:

The Investment Operations Analyst performs investment operations and portfolio analytics functions for all investment portfolios held by HTC and its subsidiaries. Support team in timely and accurate reporting of investment information to both internal and external stakeholders. Acts as a liaison with investment and accounting departments.

Principal Accountabilities

Investment Operations

- Support senior analyst in critical investment operations functions for all investment portfolios held by HTC and its subsidiaries. Process capital calls and distributions, cash transfers and portfolio trades.
- Complete onboarding forms for fund managers and trade related documents.
- Reconcile, research, and communicate any discrepancies arising from the daily operational workflow to the senior team.
- Monitor cash activity daily and reconcile various cash accounts weekly.
- Support the monthly reconciliation process and work with the custodian bank to resolve issues before the accounting close.
- Process reports and queries from our custodian bank, Northern Trust.
- Interact with Accounting and Legal teams to ensure all outstanding issues are resolved.

Portfolio Analytics

- Analyze investment data and provide timely and accurate information to the investment and accounting staff.
- Assist with reconciling monthly and quarterly performance data, including manager returns, asset class returns and benchmark returns.
- Reconcile exposure data in Caissa with manager provided information.
- Provide required portfolio analytics data to the investment team from Caissa.
- Reconcile information in Caissa to ensure accurate reporting.



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Special Projects

- Support Vice President Investment Operations and other investment team members in special projects, such as the implementation of new systems, updating processes to improve accuracy and efficiency.

Minimum Qualifications:

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

Education and Experience

- Bachelor's degree in finance or accounting required
- Minimum 1 year of experience in investment operations in an institutional setting such as an endowment/foundation, pension plan, consultant or asset management firm required

Work Location

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week (Tuesday, Wednesday, Thursday)

Knowledge, Abilities, and Skills:

- Must be motivated by and value the important mission of Milton Hershey School, The M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions
- Strong quantitative and qualitative analytical abilities
- Strong verbal/written communication and interpersonal skills
- Excellent spreadsheet skills
- Strong attention to detail
- Must be a team player
- Ability to manage confidential information with respect for sensitive nature of the data
- Ability to prioritize independently and respond to multiple simultaneous requests
- Ability to thrive in a dynamic environment while meeting tight deadlines.

FLSA Classification: Exempt

HTC classification: Full-time

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.