



## Hershey Trust Company Position Description

### Senior 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 Senior Investment Operations Analyst performs critical investment operations functions for all investment portfolios held by HTC and its subsidiaries. Oversees the timely and accurate reporting of investment information to both internal and external stakeholders. Acts as a liaison with finance and accounting departments and maintains strong working relationships with custodians and fund administrators.

#### **Principal Accountabilities:**

- **Investment Operations:** Perform critical investment operations functions for all investment portfolios held by HTC and its subsidiaries. Accurately complete daily operational tasks including processing of capital calls and distributions, capital statements, and invoices. Identify, research, and communicate any discrepancies or questions arising from the daily operational workflow and provide recommended solutions to those issues to the Vice President, Investment Operations. Input all trade orders and cash movements into the Northern Trust trade entry and Web Cash Movement systems. Monitor cash activity daily and reconcile various cash accounts weekly. Interact Accounting team daily to ensure accuracy of record at the custody bank and cash transfers.
- **Reporting:** Independently run reports and queries (both routine and ad hoc) from our custodian bank, Northern Trust, and Caissa. Analyze investment data and provide timely and accurate investment information to investment staff and accounting staff. Prepare weekly cash forecasts, trade plans, and other routine reports. Complete reconciliation process of valuations and transactions between custody bank and manager data and inhouse systems.
- **Documentation:** Complete documentation for investment subscriptions, custodian account opening, closure, and consolidation, regulatory matters, and know-your-customer and antimoney laundering inquiries. Collaborate with investment teams to ensure completion of all governance requirement and timely delivery of the documents.



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- **Special Projects:** Support Vice President Investment Operations and other investment team members in special projects such as 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 5 years 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.**