We are seeking an energetic, detail-oriented, and multi-tasking **PERFORMANCE ANALYST** who will perform monthly data entry, verification and reconciliation for client investments; generate monthly and quarterly reports; and provide administrative support.

Position responsibilities include:

* Enters monthly data from statements for purposes of calculating performance
* Verifies data loaded from third party data aggregation vendors
* Reconciles performance to manager reported returns and investigates discrepancies on a monthly basis
* Communicates with custodians, managers, and clients to collect monthly data
* Communicates with third party data aggregation vendors to timely address data integrity issues
* Reconciles cash flows to client instructions
* Generates and verifies monthly and quarterly reports
* Generates annual fee reviews on all assigned accounts
* Adheres to Clearstead reconciliation standards and procedures
* Performs administrative tasks such as setting-up accounts, assisting investment consultants on various requests, and data collection
* Other duties as assigned

The successful candidate will have:

* Bachelor’s Degree
* 2-5 years of general business experience in a detail-oriented position preferred
* Understanding of and interest in investments and performance calculation
* Ability to organize and manage multiple priorities, meeting critical deadlines and working under pressure
* Strong working knowledge of various computer applications and proficient in spreadsheets (InvestorForce, Tamarac, PortfolioCenter, ByAllAccounts and other performance analytics software a plus)
* Strong written and verbal communication skills
* High standards of quality, professionalism and ethics
* Committed to accuracy and quality in every facet of the position while maintaining flexibility
* General intellectual curiosity, especially about global capital markets

**Clearstead is committed to building a culturally diverse workforce and strongly encourages applications from minorities and women.**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability status, protected veteran status or any other characteristic protected by law.

The qualified candidate can expect:

* A flat, bureaucracy-free organizational structure that fosters creative thinking and involvement at all levels of the organization
* The opportunity to join a growing employee-owned firm that offers professional growth in an industry that is both dynamic and intellectually challenging
* An opportunity to work with high-profile private clients and institutions across the country
* A competitive base salary with an incentive bonus program
* 401(k) Savings plan with company contributions
* Health, Dental, Vision, and Long-term disability insurances
* Generous paid time off program

We are Clearstead…an independent institutional and wealth advisory firm in Cleveland, Ohio.

We advise nearly 120 institutions and 500 private clients on more than $20 billion of assets. Our institutional clients include [retirement funds](http://www.hartlandco.com/?page_id=140), [endowments and foundations](http://www.hartlandco.com/?page_id=16), and [healthcare organizations](http://www.hartlandco.com/?page_id=142). Our private clients are families, individuals, and related entities.

Our firm was established in 1989 and is owned 100% by its professionals and Board of Directors. Our only source of revenue is fees paid by our clients for financial advice. We are not affiliated with any firm, nor do we receive revenue from any source that impairs our ability to provide objective advice.

Our independence assures our clients of top quality, objective service, in our investment, tax, estate, and financial advice. Our independence also helps us attract and retain top people.