Bessemer Trust

**Title:** Custody Associate

**Location:** 100 Woodbridge Center Drive, Woodbridge, NJ 07095

**Job Type:** Full-Time (Entry-Level)

**Compensation Type:** Salary

**Start Date:** ASAP

**Job Description:** The Custody team is seeking a Custody Associate. The preferred applicant has experience in Financial Services, Custody Operations and with the SunGard Global Plus system. Strong analytical and communication skills are needed due to the high level of interaction with the business community.

**Primary Responsibilities:**

- Reconciliations
- Restricted Securities Processing
- Vault/Document Control Processing
- Check Processing

**Qualifications:**

- Familiar with the following security processes:
  - DTC/Fed/Global settlement securities processing strongly preferred
  - Corporate Action & Class Action/Proxy
  - Income Processing
- Familiar with the following security types:
  - Equities, Fixed Income, Foreign Exchange,, Mutual Funds, Options / Futures / Swaps
- Familiar with the following Functions:
  - Trust Accounting
  - Mark to Market & Collateral Management
  - Comply with all regulatory requirements including, but not limited to: Expected to be familiar with Bessemer written policies & procedures manual which are provided to new hires
- BA / BS required - Business / Finance / Economics preferred
- Experience in Financial Services & Custody Operations & Reconciliations
- Experience with and understanding of SunGard Global Plus & Bloomberg and Electra Recon system is a plus
- Proficient in the computer applications necessary for performing the essential duties and responsibilities of the job. These applications include, but are not limited to: Microsoft Office Suite: Access, Word, Excel, Outlook, PowerPoint
- Desire to work in a highly collaborative team environment
- Temperament to deal with high volume and dynamic environment
- Self-Starter, highly motivated and creative
- Goal and detail oriented
- Excellent relationship-building skills
- Strong oral and written communication skills
• Strong analytical and organizational skills
• "Can Do!" spirit and team approach

**Application Instructions:** Apply directly to the provided link. Please specify how you came across posting in source category.

https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=BESSEMER&cws=1&rid=1143