

**CETERA FINANCIAL GROUP
JOB PROFILE**

JOB TITLE:	Advisory Operations Manager		
Job Family:	Operations	Job Code:	
Department:		Reports To:	
FLSA Status:		Location:	El Segundo, CA
Date Completed:	August 17, 2010		

PRINCIPLE RESPONSIBILITIES	Overall responsibilities for daily, monthly and quarterly operations related to Advisory billing and reporting. This includes daily oversight of data and account administration, quality control of all processes, and cost basis processing. This candidate is also responsible for quarter end performance report generation, which includes interaction with multiple external vendors and across multiple business team within the company.
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KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Minimum of 10 years experience in the financial services industry. ▪ Must pay close attention to detail and process, and possess excellent communication and customer service skills, and the ability to multi-task. ▪ Needs to show proven experience leading operations / processing team. ▪ Experience should include process improvement and quality control management. ▪ Have working knowledge of Portfolio Management Software such as Advent Axys, Advent APX, Centerpiece, or dbCams. ▪ Working knowledge of Microsoft Office applications including Excel, Word, Access, and Outlook is a must. ▪ Have a Series 7 and 24 license, and preferably a S65 license.
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ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ▪ Does the incumbent in this position have direct accountability for staff supervision/management? No ▪ Does the incumbent in this position have budget accountability? No ▪ Is travel expected to perform this job? A minimum of 0% - 10% domestically per calendar year, if necessary.
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