

**CETERA FINANCIAL GROUP
JOB PROFILE**

JOB TITLE:	Data Administrator – Report Specialist		
Job Family:	Operations	Job Code:	
Department:	Advisory Billing & Reporting	Reports To:	Head of Billing & Reporting/Advisory Services
FLSA Status:		Location:	El Segundo, CA
Date Completed:	August 17, 2010		

PRINCIPLE RESPONSIBILITIES	<p>Generating Performance Reports for Advisory client base; includes working with software and print vendors, coordinate testing and report enhancements, and generate reporting files to produce Performance Reports. Assists with data reconciliation and performance updates. Respond to Investment Advisor Representative inquiries on all aspects of reports including performance calculations, cost basis, and client billing; Acquire and maintain knowledge of relevant product offerings and support policies and procedures in order to provide technically accurate solutions; Other duties as assigned. Position requires overtime to complete quarterly reporting..</p>
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KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Minimum of 2 years experience in the financial services industry. ▪ Must pay close attention to detail, and possess excellent communication and customer service skills, and the ability to multi-task. ▪ Have working knowledge of Portfolio Management software such as Advent Axys or APX. ▪ Working knowledge of Microsoft Office applications including Excel, Word, Access, and Outlook is a must.
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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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