

# HRK Group, Inc.

## Job Description

**Job Title:** Investment Analyst

**Reports To:** CIO and Managing Partners

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**Purpose:**

**The purpose of this position is to assist and support the CIO and the Managing Partners in the administration and oversight of the HRK investment portfolios. This position will be responsible for investment department operations, investment reporting and investment analysis. It is expected the responsibilities will shift from operational to more analysis after a period of on boarding and new technology investments are made.**

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**Key Responsibilities/Tasks/Expectations:**

- I. Investment Operations & Reporting (40%) –
  - Coordinate workflow and manage relationships between the investment team, custodial banks and reporting software vendors. This includes aiding in the research, design and implementation of new software/technology in the next 3 years.
  - Responsible for quarterly reconciling of investment assets and performance measurement reports.
  - Manage and monitor investment transactions (stock transfers, capital calls and distributions) including researching and resolving any discrepancies with the custodian.
  - Lead the design, production and distribution of all investment department reports for managing partners, clients and board of directors.
  - Maintain files, documents and contacts for existing and potential managers.
  - Maintain investment files and documents related to trust company regulatory requirements.
  - Capture and record global economic and financial market data each quarter.
  - Seasonally support tax department in collection of annual tax information from managers and annually calculate after tax performance of all investments.
  
2. Investment Analysis (40%) –
  - Support the CIO and Managing Partners in all aspects of overseeing the portfolio, including manager research, due diligence, monitoring activities and on-boarding of new managers.
  - Compile ESG and impact reports from investment managers and assist in tracking and reporting on portfolio impact.
  - Responsible for the day-to-day management of the HRK index portfolio including reviewing and processing periodic rebalancing trades, processing stock transfers into and out of the portfolio, reconciliation of custodian's records and the migration to a low/no-carbon index strategy.
  - Periodically present to the board and/or family members on investment topics, managers or performance.

### 3. Teamwork (20%) –

- Support the CIO and Managing Partners in designing and delivering stage appropriate financial education materials for beneficiaries.
- Collaborate with all HRK Staff in managing all aspects of the work at HRK in serving its clients, both now and in the future.

#### Minimum Qualifications:

- Undergraduate degree required; prior work experience in investments or finance preferred.
- Strong Microsoft Office suite skills especially Excel; macro/programming experience (or interests) is a plus.
- Self-starter with an ability to meet strict deadlines with minimal supervision.
- High level of accuracy and attention to detail.
- Innate sense of duty to maintain confidentiality.
- Integrity, honesty and a good sense of humor.

*HRK Group is a single-family office located in St. Paul Minnesota. The office provides financial, investment, tax and trust administration services to clients across multiple generations. The investment analyst position is an opportunity to gain broad investment management experience working closely with senior members of the team. The ideal candidate will be curious, intellectually honest, creative, and a team player with a deep commitment to confidentiality. We expect the analyst to be an active contributor to the success of the portfolio and the overall service delivery of the of the entire office. The position is designed for growth in responsibilities over time and as performance expectations are met. This position could be a good fit if you have some experience in investing/finance, an interest in impact/ESG investing with solid analytical skills, strong technology skills (MS Office suite), and an ability to work independently with a client-centric/service mindset. The position will include (but not require) some travel opportunities. See the full job description.*

*HRK offers generous retirement and healthcare benefits, flexible and remote work schedules, and professional development opportunities. The selected finalist's salary will be based on the candidate's qualifications and overall compensation package.*

*If you are interested in joining HRK as an investment analyst, please provide your resume along with a cover letter explaining what interests you about investing and what traits you possess that could be additive to our team to **analyst@hrkgroup.com**. We plan to take applications through August 20<sup>th</sup>, with follow up calls completed by September 3<sup>rd</sup>.*