Technology Operations Program
Investment Management Operations Track

About the Program
Location: White Plains, NY

AllianceBernstein needs talented individuals to support global Technology and Operations infrastructure. At AllianceBernstein, the Operations department delivers a wide range of middle and back office support to all of the firm’s investment services (equities, fixed income, alternative investments) as well as distribution channels (institutional clients, individuals and private clients). The Investment Management Operations department works closely with the front office, portfolio management, and various custodian banks and vendors. In addition, the department provides regional support in the Americas, Europe, and Asia-Pacific.

We established the Technology & Operations Program (TOP) to develop as our future leaders those graduates whose experience shows excellence, passion, and collaboration. During this two-year program, Associates experience four challenging six-month rotations through a particular track, in this case the Investment Management Operations track, before joining a permanent team. Associates add value to the firm while gaining a depth and breadth of real-world experience on a variety of strategic projects that stretch across the firm’s businesses. In addition to working on strategic projects, Associates receive customized business and technical training, exposure to senior professionals, a formal mentoring program, and first-hand experience with innovative technologies and processes.

Qualifications

The Investment Management Operations track is seeking candidates who are client-focused and demonstrate business, quantitative, and technical excellence. These select candidates will have the following qualifications:

- May 2014 Bachelor’s degree candidates in accounting, finance, economics, math, or business administration
- Cumulative GPA of 3.3 or better
- Candidates must be able to work in the U.S. without visa sponsorship (now or in the future)
- Keen interest in the investment management Operations industry
- Strong knowledge of Excel
- Exceptional analytical skills and creative problem-solving abilities
- Relationship-building skills as well as strong verbal and written communication skills
- Detail-oriented, ability to multitask and work in a fast-paced environment
- Client focus and an interest in serving our firm’s internal clients.
- Ability to work independently while also being a strong team player.

About the Investment Management Operations Track

In all rotations, you will work with seasoned professionals to focus on day-to-day support of Operations services, special projects, and process solutions to interesting and challenging global business problems. The possible teams and rotation experiences are described below.
**Derivative Operations** provides operational and administrative processing support for Derivatives Trading and Investment Management for Fixed income, Equity and all other non-standard alternative investment vehicles. Rotations on this team offer the opportunity to learn about the differences between various types of OTC Derivative Instruments, develop relationships with sell side counterparties and interact with the front office portfolio management and trading teams as well as other middle and back office operations teams.

**Operational Risk** partners with the business to: develop key risk and performance indicators that provide a balanced view of our organization and can be used to improve its processes, ensure proper controls and escalation capabilities are in place globally, and coordinate risk mitigation initiatives in partnership with other business units. Rotations on this team offer the opportunity to understand the firm’s operational risk framework and develop competencies and skills required of a risk professional.

**Client Guideline Management** provides standardized and consistent portfolio analytics across all products and calculates and disseminates performance returns to support client servicing and marketing. Rotations on this team offer the opportunity to gain unlimited product and market knowledge, develop analytical skills and interact closely with portfolio management, legal & compliance, trade support and sales. Associates will also gain the opportunity to become familiar with client guidelines including how they are interpreted and how they are coded into our pre-trade and post-trade systems. They will also review and determine passive/active guideline breaches, take appropriate actions and ensure proper reporting.

**Global Portfolio Administration** is generally responsible for account administration, such as bank reconciliations and account transitions, for clients utilizing an external custodian for their assets. Rotations on this team offer the opportunity to learn the role back-office operations plays in the overall success of a firm. The rotation will expose individuals to the account transition lifecycle, custodial bank relationships, special projects involving internal stakeholders, and various risk management techniques.

**Private Client Reporting** is responsible for the production and delivery of private client reports. This includes monthly brokerage statements, monthly and quarterly portfolio reports, daily confirms, and the annual tax package. PC reporting is responsible for all data quality and prepares customized reports for private clients based upon specific requests. The team is also responsible for fielding external audit requests as well as satisfying regulatory filings on behalf of the firm.

**Private Client Administration** serves as an operational liaison to Private Client Sales and Portfolio Management. The team provides daily support for all Private Client Account specific activity and ad hoc queries such as new account setup and processing, facilitating and tracking of asset transfers, bond analysis and liquid net worth, corporate actions and margin inquiries. The team also provides administrative support for all IRA, KEOGH, Profit Sharing and 401-K Plans, New Product Launches, and transfer agent processing for all SCB Funds and Alternative Investment vehicles.

**Private Client Performance** is responsible for the production of monthly performance results for all individually managed private client portfolios. The team conducts an exhaustive quality control process to verify the accuracy of portfolio returns and approve them for client reporting via Bernstein.com and internal reports. The team uses these portfolio returns to compute official composite and simulation returns that are published on the Global Analytics Performance site and consumed by Private Client Sales, Marketing and Portfolio Management teams. The team is also responsible for the production of a number of performance summaries which display returns for our core services and their benchmarks. Private Client Performance provides ongoing support to the Private Client sales force and responds to more than 300 ad-hoc requests for information each month.

**Reference Data Services** is responsible for maintaining core data for all AllianceBernstein processes, such as security setup, pricing, corporate actions, class actions and account setup, as well as the entry, maintenance, and quality of the data. Rotations on this team offer the opportunity to experience firsthand the oversight roles and responsibilities in pricing and corporate actions related to the operational tasks that have been outsourced to a third party, and understand what it takes to establish a security on our security master and how data that feeds to the multiple downstream consuming applications.
Trade Support is the primary operational contact for all AB Trading Desks. The team allocates trades in the relevant order management systems and ensures that they are sent downstream correctly. Rotations on this team offer the opportunity to perform various trade support tasks including trade allocations, rebooking, and confirmation. The individual will have the ability to work as a part of a team and will get exposure to various internal and external clients. Trade Support employees work closely with traders and APMs as well as external brokers and custodians. The individual will work in a fast-paced, dynamic environment and learn a lot about the lifecycle of a trade.

How to Apply

Please submit your resume and cover letter to AB Careers at www.alliancberstein.com/careers to Job Number 5732.