



WE'RE HIRING

Operations Manager

Details:

Company: CS McKee

Location: Warrendale, PA

Reports to: Chief Operating Officer / Chief Compliance Officer

Dept: Operations & Compliance

Send your application and cover letter to:

uskreppen@csmckee.com

Subject line: Operations Manager Application - [Your Name]



Operations Manager

Overview

CS McKee, an institutional investment management firm with over \$10 billion in AUM, seeks a results-driven and detail-oriented Operations Manager to lead and coordinate day-to-day investment operations. This role is critical in supporting portfolio management, trade execution, client reporting, and compliance, while strengthening the firm's operational infrastructure during a period of strategic growth and integration.

Key Responsibilities:

Operational Oversight

- Manage trade settlements, reconciliations, pricing, corporate actions, and performance reporting.
- Oversee third-party providers including custodians, fund administrators, and vendors.
- Provide operational support across equity, fixed income, and multi-asset strategies.
- Supervise internal systems such as trade order management and performance reporting platforms.
- Oversee back-office services provided to an unaffiliated investment manager.

People & Process Management

- Lead and mentor the operations team, including analysts and associates, with full responsibility for hiring, performance management, and talent development to support operational excellence.
- Maintain and enhance standard operating procedures (SOPs) for key workflows.
- Collaborate with Compliance to ensure proper books and records retention.

Technology Integration & Data Integrity

- Partner with the CTO to manage systems supporting portfolio management, trade support, and reporting.
- Ensure accuracy in investment performance, benchmarks, and client deliverables.
- Strong Excel proficiency required; familiarity with SQL, Python, or similar languages is a plus.
- Drive automation and data governance to improve scalability



Operations Manager

Compliance & Risk Mitigation

- Collaborate with Compliance and Legal teams on regulatory filings, audits, and risk controls.
- Maintain internal systems and protocols for business continuity, cybersecurity, and proxy voting.

Cross-Functional Collaboration

- Work closely with Client Service, Investment, Accounting, and Compliance teams.
- Support shared operational functions with affiliated entities, including North Square Investments.

Qualifications:

Experience & Education

- Bachelor's degree in Finance, Economics, Accounting or related field; MBA or advanced degree preferred.
- 7–10 years of experience in investment operations.
- Proven leadership and team management experience.

Technical Skills

- Experience with OMS/PMS platforms (e.g., Charles River, SS&C Pacer/Recon/Sylvan, Clearwater, Bloomberg AIM/PORT).
- Strong analytical skills with advanced Excel capabilities.
- Familiarity with automation tools and scripting languages is highly desirable.

Knowledge & Attributes

- Demonstrated ability to manage complex operational projects and multi-phase initiatives.
- Excellent organizational, analytical, and problem-solving abilities.
- Strong interpersonal and communication skills; collaborative leadership style.

Compensation

Competitive salary based on experience, plus an annual performance bonus and a comprehensive benefits package.

How to Apply

Please submit a resume and cover letter to uskreppen@csmkkee.com, with subject line: Operations Manager Application – [Your Name].