

Twin Brook Capital Partners

Senior Operations Professional

Responsibilities:

- Manage and oversee all Reconciliation and Control functions within the Operations group, including management of staff personnel and offshore consultant resources
- Work with offshore reconciliations team and internal/external stakeholders on a daily basis to clear breaks and ensure all cash, position and trading accounts are reconciled
- Responsible for processing certain trade-related activity (fees, transfers, assignments, etc.) and fund financing (leverage facilities, subscription lines, etc.) entries in Advent Geneva general ledger
- Update and maintain reference data within the security master application for all securities/contracts applicable to the middle market direct lending strategy
- Serve as bridge between Loan Operations (upstream) and Fund Accounting (downstream) teams
- Coordinate and work with outside service providers (servicers, agents, auditors, custodians, third party administrators, consultants, etc.) as needed
- Work with IT and other internal teams to ensure operational efficiency and accuracy across middle and back office systems
- Identify automation opportunities and process improvement/control initiatives, including ad hoc project support, data mapping, and procedural documentation
- Responsible for cross-training and transitioning tasks to new employees, offshore teams, and fund administrators
- Review various daily reports and checklists to minimize risk

Requirements:

- BS/BA in Finance, Accounting, Business Administration or a related field
- 4-7 years of experience, preferably in a banking/financial services environment
- Bank Debt product knowledge preferred
- Advent Geneva G/L experience preferred
- Manager experience preferred
- Proficiency with Microsoft Office Suite (particularly Excel)
- Must be self-motivated, self-directed and proactive
- Strict attention to detail, excellent communication skills, and strong organizational skills
- Must work well under pressure and be comfortable in a fast-paced, dynamic work environment

- Must demonstrate professionalism, integrity and a strong work ethic
- Ability to prioritize workload and meet target deadlines

To Apply: Interested, qualified candidates please submit your resume and cover letter to: recruiting@twincp.com. Kindly specify which position you are applying for in the subject line.