

Investments Clerk

SUMMARY:

Compiles and maintains records of firm's securities transactions.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Reviews statements of transactions such as purchases and sales of securities, compares items with records to verify accuracy, and enters details in journals.
- Computes amounts such as cash balances, dividends, gain or loss, and other investment data to verify accuracy of records and reconciles discrepancies.
- Distributes investment income to various accounts, according to budgeted percentages, to compile investment journals.
- Calls brokers to determine potential investment opportunities within the scope of allowable investments permitted by regulation and sound business practices.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)