

BRIDGEWAY CAPITAL MANAGEMENT
JOB POSTING
Investment Operations Analyst



Bridgeway Capital Management

Bridgeway Capital Management, LLC is a Houston-based investment management firm founded in 1993 with approximately \$5 billion in assets under management. We believe our strong and principled organizational culture, coupled with our disciplined investment process, allows us to deliver innovative investment solutions to institutions, advisors, and individuals. At all times, Bridgeway strives to put investors' interests first by emphasizing integrity, performance, efficiency, and service. Bridgeway is a leader in relational investing which unites results for investors with returns for humanity. Our approach to investing is statistical and evidence-based motivated by a passion for servant leadership and global impact, which we accomplish by donating 50% of our firm's earnings to organizations making a positive impact for humanity. Based on the evidence, we firmly believe that diverse and inclusive teams and organizations make better decisions and achieve better outcomes.

The Investment Operations Team is responsible for middle office, client service, client reporting and invoicing functions and collaborates closely with Trading and Investment Management teams. The Investment Operations Analyst is responsible for the high quality performance of multiple middle office functions including portfolio pricing, cash processing, line of credit monitoring, portfolio compliance monitoring, class action processing/monitoring, client service, various internal reporting, client reporting and invoicing functions through vendor oversight and execution. In addition, the analyst will provide back up support to other Investment Operations staff to achieve team goals.

Principal Responsibilities

- Provide oversight and support for client service functions.
- Lead and/or support various valuation responsibilities including daily fair value pricing process and serve as Pricing Committee Coordinator.
- Serve as primary point of contact for issue resolution with reconciliations.
- Provide oversight for the client reporting and billing processes.
- Respond to ad hoc reporting requests throughout company.
- Provide back up support to various roles and processes for the Investment Operations team including portfolio compliance, trade processing, and data integrity.
- Develop and maintain policies, procedures and documentation.
- Analyze, design, reengineer, document and implement Investment Operations functions for optimum operation.
- Ensure proactive communication and problem-solving within and across teams.
- Support Bridgeway's partners and philosophy inside the company and in our community.

Experience/Education

- Undergraduate degree, preferably business related.
- Securities industry, client service, fund accounting, international securities and/or project management experience preferred, but not required.

Skills/Passions

- Strong desire to be part of a social impact company.
- Strong desire to learn new skills provided through training.
- Strong desire to learn and grow professionally.
- Ability to perform detailed work accurately.
- Champion of continuous improvement.
- Active listener with the ability to work collaboratively with internal and external stakeholders to develop optimal solutions.
- Ability and desire to work in a Servant Leadership culture.
- Adaptable, flexible and responsive to multiple and changing priorities.
- Strong team player.



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