



MERISTEM FAMILY WEALTH

FAMILY BEYOND THE NUMBERS®

Meristem is a federally registered investment advisory firm founded in 1999 with offices in Minnetonka, Naples, Scottsdale and a South Dakota based Trust Company. Meristem is a boutique firm with the scale and structure to serve multi-generational families in the management of their wealth and the development of their legacy. The firm is intentional about offering an alternative to working with large institutions. We place a high value on our independence. We focus on people first. As a service business, our people are our assets. Engaging our clients and employees is our highest priority.

POSITION SUMMARY: PORTFOLIO ADMINISTRATOR

The Portfolio Administrator will promote the vision and mission of Meristem by supporting Data Management and Client Services.

I. ESSENTIAL FUNCTIONS AND DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

A. Portfolio Data Reconciliation:

- Daily reconciliation of client portfolio account activity through custodian data feeds and asset aggregation services
- Classify new securities received/purchased
- Enter and reconcile cost basis related to security transfers
- Open/close accounts in portfolio reporting system

B. Private Asset & Outside Account Administration:

- Track and facilitate Meristem fund investor changes - new partners, retires, transfers
- Review schedule K-1s for Meristem funds
- Coordinate data aggregation for outside assets
- Manage statements for outside private assets, including capital call notifications
- Update and reconcile investment/fund pricing and Meristem fund trade activity

C. Additional Responsibilities:

- Collaborate on integration of portfolio reporting and CRM system – portfolio data, workflows, reporting, data analytics
- Assist with compliance reporting as needed – internal compliance auditing/testing procedures, surprise exam reporting, ADV reporting
- Update and maintain Operations Manual process and procedure related to duties noted above

Other duties *may be* assigned.

II. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

A. The requirements listed below are representative of the knowledge, skill, and/or ability required in this job position.

- Commitment to Meristem's mission and values
- Knowledgeable with marketable securities
- Able to quickly learn new technologies and skills
- Proficient in Microsoft products – Word, Excel, PowerPoint
- Resourceful, adaptive to change, and flexible
- Ability to prioritize competing demands in a high energy environment
- Strong attention to details
- Ability to collaborate across various functions/individuals, both verbally and in writing
- Independent problem-solving capabilities
- Knowledge of QuickBooks, Tamarac, and Salesforce a plus, but not required

B. Demonstrate Meristem's Core Values

- Client First
- Passion for the Craft
- Driven to Succeed
- Humbly Confident
- Own it Together
- Evolving and Innovative

III. MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or Business

IV. PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing all duties of this job position, the employee must be able to work at least 8 hours per day and must be able to communicate with the public. He or she is regularly required to sit; stand, bend from the waist, write, operate the computer and all office equipment, use the phone; speak intelligibly; and hear.

This job description is intended to describe the general nature and level of work being performed by employees assigned to this position. It is not intended to be an entire list of all activities, tasks and skills required of employees in this position.

Date: October 2021

PORTFOLIO ADMINISTRATOR

Fulltime/exempt

Department: Corp General and Admin

Reports To: Manager of Information Technology and Data Management

Job Location: Minnetonka, MN

Signatures indicate agreement that this description accurately reflects job-related information.

Employee

Date

Manager

Date

