

BRIDGEWAY CAPITAL MANAGEMENT
JOB POSTING
Investment Operations Analyst
Investment Operations Team

Bridgeway Capital Management

Bridgeway Capital Management Inc. (BCM) is a Houston-based investment management firm founded in 1993 with approximately \$8 billion in assets under management. Bridgeway offers no-load mutual funds, sub-advisory services, and separate account management to institutional and retail clients. Bridgeway believes that a disciplined, statistical process – grounded in academic theory and fundamental data over long periods of time – drives success in long-term investing. 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. Bridgeway strives to put investors’ interests first by emphasizing integrity, performance, efficiency, and service. Bridgeway believes in a servant leadership centric culture and achieving transformative change in our communities by contributing 50% of profits to charitable endeavors. With Bridgeway’s commitment to quantitative strategies and long-term relationships, our intent is to provide a stable, positive, challenging, and collegial working atmosphere.

Purpose

The Investment Operations Analyst is responsible for the high-quality performance of multiple middle office and Transfer Agency functions through vendor oversight and execution. In addition to the role will provide back up support to other Investment Operations staff to contribute as needed.

Principal Responsibilities

- Provide daily oversight and support for Transfer Agency functions.
- Line of Credit processing.
- Serve as Pricing Committee Coordinator.
- Provide quality control for Data Governance function.
- Support the proxy voting reconciliation process.
- Serve as primary point of contact for reconciliation issue resolution.
- Assist in client reporting and billing process.
- Respond to ad hoc reporting requests throughout company.
- Provide back up support to various roles and processes of the Investment Operations team.
- Develop and maintain policies, procedures and documentation.
- 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

- Two years of securities experience preferred.
- Undergraduate degree, preferably business related.
- Transfer agency, fund accounting, and/or international securities experience preferred.

Skills/Passions

- Aptitude for analyzing, designing, reengineering, documenting, and implementing processes.



- Champion of a continuous improvement philosophy.
- 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.
- Ability to multi task.
- Superior collaboration and communication skills.
- Strong team player.

Submit your cover letter and resume via email to careers@bridgeway.com.