

# CAREERS



**JOB TITLE:**

Data Analyst

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Securities Class Actions

**REPORTS TO:**

Attorney/Director of Shareholder Services

**SUMMARY:**

The Data Analyst helps the firm run its portfolio monitoring service for our institutional investor clients to recover funds lost as a result of fraud in the public markets. Job duties include formatting trade data in Excel, data analysis and reporting, correspondence with external settlement administrators and Accounting, and maintaining accurate records.

**QUALIFICATIONS:**

- Degree in Business, Economics, Finance, Business Analytics, Data Science, or a related field or equivalent work experience
- Advanced Excel skills, including proficiency in manipulating data and using formulas (Index-Match, If, etc.) and PivotTables.
- Strong organizational and time management skills and ability to maintain detailed records
- Familiarity with, or interest in learning about, publicly traded investment instruments, public markets, and corporate actions
- Plusses:
  - Experience with business analytics or data analysis tools and concepts (e.g., Power BI, Tableau, SQL)
  - Experience with financial research tools (e.g., Bloomberg Terminal, Refinitiv Thomson ONE)

**ESSENTIAL DUTIES:**

“Essential duties” are primary job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Format equity and bond trade data from financial institutions
- Analyze trade data including calculation of client losses in settlements and newly filed litigation
- Read and interpret notices from settlement claims administrators and follow instructions on formatting and submitting claims
- Monitor deadlines, complete work on time, and maintain detailed records
- Draft correspondence to clients requesting required information; monitor e-mail from external claims administrators and take appropriate action, including responding to claims deficiency notices and updating records
- Calculate settlement claim disbursement amounts for clients and coordinate with Accounting to disburse funds
- Prepare reports periodically or upon request using Excel or other data tools

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

**WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.*