



Title: Jr. Regulatory Reporting Analyst
Business Unit(s): Portfolio Administration
Department: Fund Administration
Reporting to: Regulatory Reporting Manager
Location: Tampa, FL
FLSA Status (US Staff only): Full-Time Exempt

Summary: VanEck is a privately held global asset management firm founded in 1955, managing over \$80 billion. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. The Fund Administration department consists of 12 staff members across two teams: Accounting Oversight and Regulatory Reporting. The majority of the team is based in Tampa with the remainder in New York. Fund Admin teams work closely with professionals throughout the entire firm including portfolio managers, traders, marketing, IT, Portfolio Operations and Tax. Regulatory Reporting is responsible for the preparation and execution of filings and reports required as part of operations of our mutual fund and ETF businesses. This is an excellent opportunity for a young professional interested in joining a growing team in an ever-evolving business landscape.

If you are a high-energy individual with a strong work ethic, outstanding communication skills, and enjoy working in a team atmosphere, we would like to speak with you.

Essential Duties and Responsibilities:

Includes the following; other duties may be assigned as needed:

- Prepare financial reports which includes loading fund data, analyzing for discrepancies and problem resolution. Reports include:
 - Annual and semi-annual financial reports
 - SEC filings including 24f-2, N-PX, NFA, TSR, N-CSR and N-CEN
- Active involvement with yearly fund audits where the individual prepares reports, liaises with internal and external teams to ensure the successful and timely completion of this critical business requirement
- Prepare expense budgets and make expense payments
- Prepare certain Board of Trustees reports
- Review and report on securities lending activity
- Monitor for potential productivity efficiencies and cost savings and report to management
- Assist with department and company projects as requested by management

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

- Interest for investing and an understanding of financial markets
- Knowledge about different asset classes (equity, fixed income) and investment products (mutual funds, ETFs)
- Quantitative orientation; track record of data analysis and process improvement
- Ability to understand the business objectives and processes of the firm including how data flows throughout the different systems and organization
- Exposure to financial systems and software packages including Confluence would be a plus
- Advanced knowledge of Excel
- Ability to work in office a minimum of 3 days per week.

Education and/or Experience:

- Bachelor Degree in Accounting is preferred but other business degrees will be considered
- 2-5 years of experience in fund administration and financial reporting capacity

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of hands-on problem solving
- Ability to analyze data
- History of successful multitasking
- Strong communication skills
- History of successfully working in teams
- Ability to work independently and take a task to completion
- Understanding how to prioritize projects and when to escalate issues

Language Skills:

- Strong communication skills, sharing important information with other departments
- Candidate needs to work with peers, portfolio managers and third-party representatives

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.