



**Title:** Performance & Reporting Analyst  
**Legal Entity** VEAC  
**Department:** Portfolio Operations  
**Reporting to:** Supervisor – Reporting & Analytics  
**Location:** Tampa, FL  
**FLSA Status:** Full-Time Exempt

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. The PortOps department consists of 16 staff members across four teams: Trade Settlements, Reconciliation and Performance, Reporting and Analytics, and Security and Portfolio Analytics. The majority of the team is based in Tampa with the remainder in New York. PortOps teams work closely with professionals throughout the entire firm including portfolio managers, traders, marketing, compliance and IT. This position is a hybrid role with responsibilities in both the Reconciliation and Performance and Reporting and Analytics teams.

If you are a high-energy individual with a strong work ethic, outstanding communication skills, and are looking to take the next step in your career, we would like to speak with you!

### **Essential Duties and Responsibilities**

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

- Assist in review of monthly fund performance and data integrity across systems
- Actively liaise with Reconciliation and IT teams to resolve underlying reporting issues
- Aid Reconciliation management with monthly performance reporting deliverables, signoffs and portfolio oversight
- Responsible for data analytics and reporting throughout the organization including production and data accuracy for both automated and manual reports
- Provide statistical support and quality assurance analytics for marketing collateral
- Disseminate firm assets, sales and performance information including GIPS compliance, both internally and externally
- Responsible for GIPS composite maintenance and verification
- Calculate, review, and disseminate attribution and contribution results throughout firm
- Conduct performance analytic research and reporting for Boards of Directors, Investment Committee and corporate executives and business line management

### **Supervisory Responsibilities**

None

### **Qualifications**

- History of system comprehension and usage; ability to understand how data flows throughout the different systems and organization
- Comfortable navigating a fast-paced, demanding environment; proven experience successfully working on multiple tasks simultaneously
- History of successfully prioritizing projects and ad hoc requests to meet tight and inflexible deadlines

- Ability to work with a forward-thinking mentality and with the end-user in mind
- Desire to work in a small collaborative team environment
- Knowledge of industry terminology, performance methodologies (GIPS, NAV)
- Strong understanding of financial markets and an interest in investing
- Proficient with Excel
- Self-motivated, exhibit passion for their job and take pride in their work
- Knowledge about different asset classes (equity, fixed income, spots, forwards, options, futures, swaps), investment products (mutual funds, ETFs, separately managed accounts) and transaction types/sources (buys and sells, shorts and covers, expiration, maturity, corporate actions, etc.)
- Experience working with a diverse range of financial professionals including operations, marketing and IT
- FactSet, Morningstar, Confluence, Bloomberg, Portia are all considered pluses, but not necessary

### **Education and/or Experience**

- Bachelor's degree in business, finance, marketing, mathematics or relevant degrees
- 3-6 years at an asset manager, RIA or similar investment firm performing comparable operational function
- Previous experience in financial reporting, fund accounting, portfolio reconciliation and performance calculations are considered a plus

### **General Competencies**

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

- Track record of hands-on problem solving
- Ability to analyze data
- Meticulous and detail-oriented
- History of successful multitasking
- Strong communication skills
- History of successfully working in teams
- Ability to work independently and take a task to completion in a timely manner
- Quick learner and ability to adapt to new situations

### **Language and Communication Skills**

- Strong communication skills required as individual works closely with many areas of the business, sharing important information that is reported

### **Compensation:**

- If this position will be performed in whole or in part in New York City, the base salary range is \$65,000 to 80,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

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.