



Asset International Inc. seeks a Research and Data Manager for its New York, NY location.

**Duties:** Oversee and manage fee and expense research of audited annual report data of 401K plans and open, closed-end, and variable annuity mutual funds. Direct the work of research analysts responsible for performing mutual fund fee and expense research and provide training regarding financial data analysis techniques and functions. Perform in-house data quality checks and data integration of proprietary and third-party provider data utilizing advanced knowledge of SQL, and communicate with third-party data providers to ensure delivery of accurate and timely data. Review client inquiries regarding annual report fee and expense data, determine strategies to address client inquiries, and collect feedback for product improvement. Resolve mutual fund fee and expense data issues utilizing advanced knowledge of SQL, FoxPro, and Excel skills. Coordinate the collection of annual report data, ensuring data accuracy and adherence to reporting schedule, and work with the Data Collection team to ensure appropriate collection and review of fund information. Assess usability of proprietary mutual fund data research databases, develop improvement strategies, and provide software developers with end-user requirements to implement improvements to the databases and data collection processes. Collaborate in the preparation of weekly publications regarding mutual fund changes, including fee changes and service provider changes. Support maintenance of a database of prospectus marketing documents utilizing HTML and advanced Adobe Acrobat skills.

**Requirements:** Must possess a Master's degree in Management, Finance, Business or a closely related field, and two (2) years of professional experience performing data research and analysis. Employer will accept a Bachelor's degree in Management, Finance, Business or a closely related field, and five (5) years of progressive, post-baccalaureate experience performing data research and analysis. Prior professional experience must include performing data research and analysis of mutual funds, including researching annual reports, and advisory and sub-advisory fee contracts; utilizing the SEC Edgar System; synthesizing financial analysis for the preparation of mutual fund change reports; utilizing advanced computer programming and database skills, including SQL, Excel, HTML, Java Script, and Adobe Acrobat to manipulate data and prepare comprehensive data reports; and utilizing advanced knowledge of the mutual fund industry, including mutual fund lifecycle, mutual fund fee structures, and mutual fund disclosure data elements. 40 hrs/wk; Qualified applicants submit resumes to Asset International Inc., Human Resources Department, 805 Third Avenue, New York, NY 10022 referencing job code CM/RDM/VV. Asset International Inc. is an EOE.