



## SKILLS DEVELOPMENT

### WHAT YOU'LL LEARN

- Role of participants in the investments/securities arena and how they interact with each other
- Equity (stock) and fixed income (bonds) and what it means to own and sell equity/fixed income in a company from the perspective of investors/issuers
- Understand key terms of a security and a securities sale; types of investment funds
- Role of regulators of the securities industry, the SEC and Federal Reserve in particular
- Understand the role of accounting, finance, risk management, and compliance
- Analyze business processes to understand issues and how to implement possible solutions
- Utilize Microsoft Excel features and functions to organize, format, and analyze data; create reports to visualize and communicate key insights

## TRAINING AT WORK

### TYPICAL JOB TASKS

- Update daily fund pricing; monitor fund cash and custody activity and prepare fund reports
- Take in/execute operational requests from clients; process wires and trades
- Monitor to identify causes of systems breaks
- Analyze data relating to business processes; communicate business process improvement requirements to a technology team
- Assists wealth managers with trust operations

## PATH TO A CAREER

### EXAMPLE ROLES

- Fund Accounting
- Portfolio Administrator
- Client Services Specialist
- Trade Processing Specialist
- Reconciliation Analyst
- Business Analyst
- Trust Operations Specialist

### HANDS-ON EXPERIENCE AT TOP COMPANIES LIKE:



BNY MELLON



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