



3800 Centerpoint Drive, Suite 1100
Anchorage, AK 99503

JOB DESCRIPTION

Updated 11/2023

Title: Operations Analyst
Supervisor: President, McKinley Alaska Private Investment
Status: Full Time/Exempt
Salary: Ranges from \$60,000 - \$75,000 annually dependent on experience
Location: Anchorage, flexible/remote work eligible after 90 days at supervisor discretion

FIRM OVERVIEW

McKinley Alaska Private Investment, LLC is a private investment firm located in Anchorage, Alaska. We create value for investors by using our capability, credibility, creativity, capital, and connectivity to source Alaska-relevant investment opportunities and co-invest with best-in-class capital and strategic partners, while aiming to generate returns for our investors.

SUMMARY

The Operations Analyst supports the Private Investment team with the management and reporting of investment data; coordination and facilitation with administrative partners including fund administrators, banks, custodians, and other vendors; preparation of LP reporting; and support for the sales and marketing team as needed.

DUTIES

- Oversee fund administrators and custodians to ensure that they reflect all activity across investments in an accurate and efficient manner
- Facilitate LP capital activity – calls, distributions, transfers
- Work with fund administrators, custodians, banks, and partners to coordinate the approval of transactions and other compliance requirements
- Coordinate with external service providers, such as legal and accounting firms, to ensure smooth execution of investment processes
- Monitor and report on investment portfolio performance using key approved financial and operational metrics
- Prepare LP reporting deliverables in close coordination within the Investment and Investor Service teams
- Assist in the production of the annual financial statements and audits
- Support the Investment team by providing financial performance data for portfolio analytics, pitch books, DDQs and other ad-hoc requests
- Support the operational aspects of the investment process

KEY CANDIDATE ATTRIBUTES

- You are a naturally optimistic person with a can-do attitude who conducts yourself with professionalism, discretion, and the highest ethical standards



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- You are exceptionally analytical, you got an A in Calculus, and super complicated Excel spreadsheets with pivot tables are your jam
- You enjoy a good problem and work through challenges and obstacles without letting them get to you
- You can manage multiple projects and deadlines, communicate your progress with your supervisor, and deliver complete and 100% accurate work before the deadline
- You are a team player who communicates easily with your colleagues, shares success, learns from failure, and respects the unique skill sets each person brings to the team
- You are hungry to grow, learn, and build a career in private equity and/or venture capital
- You have first-hand experience and a deep love for Alaska including its geography, industries, cultures, first people, politics, and history
- You have a strong commitment to McKinley's vision and values

KEY CANDIDATE SKILLS

- A Bachelor's degree is required, preferably in either Business, Math, Finance, or Economics
- 1-2 years of experience required in accounting or finance-type work
- Understanding of academic and practical business/finance industry fundamentals
- Strong verbal, written, and interpersonal communication skills
- Advanced proficiency in Excel, PowerPoint, and Word
- Confidence and poise communicating with executive management
- Readiness to work outside of traditional business hours
- Willingness and ability to travel, including internationally

ADVANCEMENT OPPORTUNITY

- This position can advance to Investment Analyst followed by Investment Associate and possibly Senior Investment Analyst or Senior Investment Associate.

McKinley Management, LLC is a privately held, global investment, lending, and research firm based in Anchorage, Alaska, with offices in Juneau and Chicago. Its four business units McKinley Capital Management, McKinley Alaska Private Investment, McKinley Research Group and McKinley Alaska Growth Capital (Alaska Growth Capital BIDCO, Inc.) work together to provide clients integrated services umbrellaed under one company.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This job description is not a legal document and in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources.



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