

## CLO and Private Funds Operations Analyst

### Guggenheim Investments

#### About the Position:

Guggenheim is seeking an exceptional candidate to join its Investment Management Operations function. The CLO and Private Funds Operations Analyst is part of Guggenheim Investments Loan and Entity Services team and responsible for the modeling and ongoing maintenance of CLOs and Private Funds. The analyst works closely with various internal and external clients including Custodian Banks, Trustees, Administrative Agents, Portfolio Managers, Traders, Auditors, Accounting, Arranger, Structurer and Credit Analysts.

A candidate must be knowledgeable in CLOs, bank debt and fixed income securities. To be successful, the role requires someone who is detail-oriented, problem solver, takes initiative and has the capability to interact at all levels within the company. The role requires an individual who thrives in a deadline-driven environment and is team-oriented and collaborative to deliver on work projects. This is an opportunity to join a team that sits at the “hub” of Guggenheim Investments and develop a strong understanding of the CLO and Private Funds business.

The position is located in New York.

#### Specific Responsibilities Include:

- Maintain portfolio models and prepare weekly management reports
- Review Trustee monthly reports which includes cash and position reconciliation
- Calculate quarterly payment waterfalls and verify results with the Trustee
- Run hypothetical trades and validate compliance within the investment guidelines
- Support ad hoc requests from Portfolio Managers, Traders, Structurer and Marketing teams
- Assist with CLO/Private Fund warehousing, closing, and effective date processes, as required
- Build new or improve existing CLO or Private Funds models by interpreting the governing legal documents, as needed
- Manage CLO/Private Funds workflow process

#### Skills & Experience Required:

- Bachelor’s degree, with minimum 3 years of CLO and bank loan experience
- Strong background in bank loan debt essential
- Advanced Excel skills required
- Highly analytical, with demonstrated ability to research complex issues and find solutions
- Organized and detail-oriented with strong problem-solving skills and proven ability to take initiative
- Multi-task in a fast-paced and challenging environment to meet time-sensitive deadlines
- Excellent written and oral communication skills

- Self-starter and always looking for ways to improve processes and procedures
- Ability to work independently with little or no guidance as well as in a team environment
- Knowledge of Wall Street Office, Aladdin, and Bloomberg a plus

#### What You Can Expect From Us

- Collaborative environment, with honest and direct interactions
- Opportunity to develop, grow, and learn the broader business
- Health and wellness programs through comprehensive and competitive benefits package
- Modern, conveniently-located facilities
- Community and corporate citizenship through volunteer time off and matching gift programs

#### Guggenheim Guiding Principles

Stewardship, Integrity, Excellence, Innovation, Entrepreneurship, Talent

#### About Guggenheim Investments

Guggenheim Investments is the global asset management and investment advisory division of Guggenheim Partners, with expertise in fixed income, equity, and alternative strategies. We focus on the return and risk needs of insurance companies, corporate and public pension funds, sovereign wealth funds, endowments and foundations, consultants, wealth managers, and high-net-worth investors. Our team of investment professionals performs rigorous research to understand market trends and identify undervalued opportunities in areas that are often complex and underfollowed. This approach to investment management has enabled us to deliver innovative strategies providing diversification opportunities and attractive long-term results.

#### About Guggenheim Partners

Guggenheim Partners is a global investment and advisory firm with more than \$265 billion<sup>1</sup> in assets under management. Across our three primary businesses of investment management, investment banking, and insurance services, we have a track record of delivering results through innovative solutions. With more than 2,400 professionals worldwide as of September 30, 2018, based in over 25 offices in six countries and headquarters in New York and Chicago. Our commitment is to advance the strategic interests of our clients and to deliver long-term results with excellence and integrity. We invite you to learn more about our expertise and values by visiting [GuggenheimPartners.com](http://GuggenheimPartners.com) and following us on Twitter at [twitter.com/guggenheimptnrs](https://twitter.com/guggenheimptnrs).

<sup>1</sup>(Assets under management are as of 9.30.2018 and include consulting services for clients whose assets are valued at approximately \$66bn.)

To succeed in the Guggenheim culture, candidates must be self-starters and strive for results. We are looking for people who operate as business owners, adhere to the highest standards and think creatively to realize opportunities, wherever they may be.

Guggenheim Partners is an Equal Opportunity Employer committed to a diversified and inclusive workforce. To apply, please visit our website: <http://guggenheimpartners.com/careers>. The role can be found here: [https://guggenheim.wd1.myworkdayjobs.com/en-US/External\\_Careers\\_Site/job/New-York/CLO-and-Private-Funds-Operations-Analyst\\_11518](https://guggenheim.wd1.myworkdayjobs.com/en-US/External_Careers_Site/job/New-York/CLO-and-Private-Funds-Operations-Analyst_11518)