

Fixed Income Associate

JOB DESCRIPTION

SUMMARY

Howe & Rusling is a Registered Investment Advisory and wealth management firm based in Rochester, NY with 94 years of experience and over \$1.7 billion in assets under management. While we ground ourselves in our long, rich history, the firm that exists today is one that continues to embrace the ever-evolving world around us. Our firm is owned and operated by its employees and is a proud veteran-owned and woman-owned business. Howe & Rusling strives to create and nurture a work environment that attracts the best talent and reflects our commitment to our clients, teammates, and community. And we're proud that as we've grown, our culture has remained centered around collaboration, camaraderie, and collective hard work for our clients and community.

POSITION DESCRIPTION

The Fixed Income Associate supports the Director of Fixed Income in implementing Howe & Rusling's fixed income strategies. This role is integral to daily fixed income operations, combining technical expertise with support for strategic portfolio initiatives and ensuring accurate portfolio management and efficient trading operations.

RESPONSIBILITIES

- Trade Execution and Operations – Assist with sub-account bond trading, security selection, and daily trade execution. Enter and reconcile trade tickets within internal trading systems, ensuring accurate transaction recording and system integrity.
- Fixed Income Portfolio Management – Maintain the fixed income security database, including updating and managing data accuracy across systems.
- Market and Portfolio Analysis Support – Provide macroeconomic and credit analysis support to assist the Director of Fixed Income with diversifying sub-accounts containing bonds or bond ETFs. Pull and provide Bloomberg data for analysis and assist wealth and relationship managers with insights as needed.
- Custodial Liaison – Facilitate bond purchase settlements by coordinating with custodians and custodial traders, resolving settlement issues, and maintaining clear communication with external partners.
- System and Data Management – Conduct daily updates within internal trading systems and manage trade ticket files. Maintain data integrity by reconciling trades, orders, and account information.
- Troubleshooting and Error Resolution – Address trade errors, settlement discrepancies, and general fixed income troubleshooting, including handling software or operational issues.

ADDITIONAL REQUIREMENTS

The Fixed Income Associate role is fast-paced and requires a high level of detail orientation and adaptability. The ideal candidate will demonstrate:

- Strong analytical and problem-solving skills, with a keen attention to detail.
- The ability to handle multiple priorities in a dynamic trading environment.
- Excellent communication skills, both oral and written, for effective collaboration with internal and external partners.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree in finance, economics, or a related field is required.
- Strong proficiency with Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- Familiarity with Bloomberg workstations is preferred.



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