

CAPITAL ADVISORS GROUP, INC.
Accounting/Operations Internship

Job Description:

Capital Advisors Group, Inc. (www.capitaladvisors.com), an independent SEC-registered investment advisor managing more than \$8 billion (as of 3/31/17) and specializing in institutional cash investments, risk management and debt finance consulting, is seeking an intern in its accounting/operations department located in Fairfield, NJ, for the summer of 2017.

Responsibilities include:

- Assisting with month-end client statement reconciliation;
- Assisting with the processing of daily wire transfer requests;
- Archiving accounting reports;
- Helping in the processing of account opening documents; and
- Performing other operations/accounting support functions as requested.

This is a great opportunity for those interested in pursuing a career in accounting or financial operations. The Accounting/Operations Intern will receive hands-on exposure to investment management accounting and operations, as well as learn about fixed income asset management.

Minimum Qualifications:

- Strong attention to detail and excellent time management and organizational skills;
- Proficiency with Excel;
- The ability to successfully manage competing priorities/deadlines; and
- The ability to work both independently and as part of a group.

Compensation: \$15/hour

Application:

To apply for the Accounting/Operations Intern position, please e-mail your resume to ssalemi@capitaladvisors.com.