

US New Accounts Analyst

Location: Chicago, IL

The New Accounts Analyst handles the day to day responsibilities of the New Accounts Department while working with Compliance, Electronic Trading Solutions, and other business unit staff to see through the new account opening process from start to finish. In addition, this position provides daily support to Introducing Brokers, In-House Brokers, as well as clients.

Responsibilities:

- Drive the New Accounts function and ensure all commodity futures trading accounts are reviewed and opened in accordance with firm procedures and regulatory guidelines.
- Set-up Accounts on the trading platforms and assist Electronic Trading Solutions when necessary.
- Conduct periodic reviews and on-going monitoring of firm accounts in accordance with Anti-Money Laundering standards and procedures.
- Assist in the preparation and response to regulatory requests.
- Assist New Accounts and ETS in special projects.
- Daily correspondence with IB's, In-House Brokers, and clients.

Candidate Skills/Requirements:

- Bachelor's degree, preferably in business or a related field, or past experience in futures, securities, or forex compliance is preferable.
- Ability to quickly learn and implement firm review process of new accounts, as well as the ability and desire to learn various software programs.
- Self-motivated, high level of dependability, team oriented, organization, attention to detail, and strong verbal, writing, and interpersonal skills required.
- Candidate must be able to efficiently multi-task in a fast-paced environment and manage competing deadlines.
- Advanced knowledge of Microsoft Excel, Word, and Powerpoint preferred, experience using these programs is required. Experience using Sungard GMI is a plus.

If you would like to apply for this position, please send your resume to jsalcedo@straitsfinancial.com

