



Job Title – Board Services Analyst

Responsible for: This analyst role will be responsible for FUSE Research’s production of client reporting focused on our 15(c) and Business Intelligence for Fund Boards clients, maintaining multiple data sources, and supporting operational processes. The analyst will be a critical contributor to FUSE’s board services research agenda and the support provided to clients by FUSE. Successful candidates will have an interest in financial reporting, business operations, and client service with a desire to learn more about fund governance.

Job Objectives:

- Provide operational support for clients, including all aspects of 15(c) report creation, review and analysis, and report delivery
- Ensure integrity of data and operational processes underpinning FUSE’s Board Services suite of products
- Maintain and regularly update data sources used in reporting and analysis
- Develop new client reports and enhance/automate existing reporting
- Responsible for distribution of monthly, and quarterly reporting
- Integrate new data sources into FUSE data sets as appropriate
- Support ad hoc data requests from relationship managers

Essential Knowledge & Experience:

- BA/BS required
- **Strong attention to detail** – ability to operate with high-degree of thoroughness and accuracy
- **Excellent problem-solving ability** – capable of identifying data inconsistencies and diagnosing potential issues
- **Commitment to quality** – ensure data and report quality is maintained or improved
- Ability to take ownership of assigned responsibilities and deliver in timely manner
- High proficiency in Microsoft Excel and experience working with large datasets
- Ideally some database and report building experience (SQL, Tableau)
- Understanding of asset managers and investment products
- Excellent written and oral communication skills



Base Salary: Competitive with market rates (based on experience)

Hours: 40 Hours per week, Monday to Friday

Location: Needham, MA

Reports to: Director of Research

Benefits package includes: medical and dental plan, paid vacation and more.
To learn more about FUSE, check us out online at: www.fuse-research.com

FOR MORE INFORMATION CONTACT

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