

Quantitative Analyst – Entry Level for Registered Investment Adviser
Athena Capital Advisors LLC

Job Title: Quantitative Analyst – Entry Level
Location: Lincoln, MA
Full/Part Time: Full Time (FTE)
Regular/Temporary: Regular

Description:

Athena Capital Advisors is seeking an Entry Level Quantitative Analyst to join its Research Team. Reporting to the Head of Quantitative and Risk Analytics, the candidate will be responsible for maintaining proprietary investment risk management and forecasting data, models, and corresponding software interfaces for broad deployment at the firm. This person will serve as the day-to-day liaison on behalf of the Quantitative Team to both the Portfolio Management and Investment Research teams. This role presents a growth opportunity for a motivated individual seeking direct involvement in the Research Department of a dynamic and growing firm.

Our Company:

Athena provides investment management, research and related services to high net worth individuals and non-profit institutions. With approximately \$5.5 billion under management, Athena has a strong culture and seeks individuals who represent our core values of Excellence, Passion, Integrity and Caring (EPIC). For additional information on Athena, please visit www.athenacapital.com.

Job Duties and Responsibilities:

- Field daily questions from Portfolio Management and Research Teams, leading to efficient and effective resolutions
- Maintain proprietary portfolio and risk management software and data used by our portfolio managers
- Validate and maintain investment exposure data across asset classes in conjunction with Research Analysts; a key input for our risk management software
- Perform daily, weekly, and monthly data integrity processes critical to the support of various Quantitative models
- Oversee quarterly investment fund slide deck generation
- Apply programming skillset to automate quantitative processes and improve efficiency

Requirements:

- Bachelor's degree with part of degree (major or minor) in Computer Science; part of degree in Finance, Math, or Economics
- Strong programming experience in VBA and Excel
- Intermediate programming experience in MATLAB or R
- Fluency in other Microsoft Office products (Word, PowerPoint, etc.)
- Financial experience a plus; demonstrated interest in finance and investing a must
- Experience with analysis on large data sets
- Excellent attention to detail and time-management skills with a problem-solving mindset
- Strong communication skills, both written and verbal
- Disciplined work ethic and ability to work independently and as a part of a team

Please note this description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Interested candidates should send resume, cover letter to resumes@athenacapital.com with the title "Quantitative Analyst". No phone calls please. References will eventually be requested from finalists in the interview process.

Athena Capital Advisors LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or any other status protected under local, state or federal laws. Successful candidates must be able to work in the U.S. for other than practical training. Nothing in this job posting should be construed as an offer or guarantee of employment.