



### Immediate Need

Small fast-paced money management firm located near Cumberland Mall and Galleria Mall is seeking full-time investment account administrators. Series 7 and 63 are not required and cannot be held with our firm. A bachelor's degree in Finance, Accounting or Business is **required**. Prefer experienced individuals with banking, brokerage services, or other *administrative* experience. The position will involve gathering financial transactions, reconciling data, checking performance reports, quarterly billing and collection, and trading mutual funds for accounts when necessary. Applicants must be detail-oriented, well-organized, skilled at multi-tasking, and able to process time-sensitive paperwork. All applicants must possess good math & problem solving skills and will be tested during the interview process.

Salary range \$30,000-\$35,000 based on experience with additional benefits

Please send resumes to the attention of Theresa Labadie at [tlabadie@bellcapital.com](mailto:tlabadie@bellcapital.com).