



FERGUSON WELLMAN CAPITAL MANAGEMENT

INVESTMENT OPERATIONS ASSOCIATE

About Ferguson Wellman Capital Management:

Founded in 1975, Ferguson Wellman Capital Management is a privately owned registered investment advisory firm established in the Pacific Northwest. The firm manages approximately \$10.6 billion for 1,000 clients, including individuals and families, Taft-Hartley and corporate retirement plans, and endowments and foundations with portfolios of \$4 million or more. West Bearing Investments, a division of Ferguson Wellman, serves clients with assets starting at \$1 million or more (data as of December 31, 2025).

About the Position:

The Investment Operations Associate owns the day-to-day accuracy of Ferguson Wellman's portfolio accounting platform. This role ensures client data, reconciliation, and household structures are accurate and current, supporting the internal stakeholders with the information they need to serve clients effectively. This is a full-time, non-exempt role located in Portland, Oregon.

Responsibilities:

- Manage the accuracy and timeliness of client portfolio data, including reconciliation, performance, pricing and transaction information
- Review and resolve daily custodian data feeds, investigate exceptions and maintain data integrity across accounts
- Build and maintain client household and entity structures, including account onboarding, ownership hierarchies and benchmark assignments
- Configure and maintain client views, dashboards and household structures to support advisor workflows
- Support integrations between the firm's portfolio management system and CRM, financial planning and trading platforms
- Serve as the internal Addepar resource for the advisory team, troubleshooting data questions and platform issues
- Other projects and team support as assigned

Qualifications:

- One to three years of experience in investment operations, performance reporting, or a related financial services role
- Addepar experience strongly preferred; comparable portfolio accounting platform experience (APX, Advent, Black Diamond) considered
- Strong attention to detail, organizational skills and a systematic approach to data quality
- Strong sense of ownership and commitment to outcomes
- Excellent interpersonal skills and ability to thrive in a collaborative environment
- Experience working in a fast-paced, highly professional environment
- Bachelor's degree or equivalent combination of education and experience
- Experience using any of the following is a plus:
 - Dynamics 365, Schwab Advisor Services or similar CRM and financial tools

Compensation and Benefits:

- Salary consistent with industry norms, experience and potential, ranging from \$70,000 – \$90,000
- Benefits for this non-exempt position include an annual discretionary bonus, profit-sharing contribution, insurance (medical, dental, vision, life and long-term disability), personal time off (PTO) and remote workdays (RWD), paid stock market closure days, donation reimbursement, tuition reimbursement, Costco membership, and paid monthly parking

Ferguson Wellman recruits, employs, trains, compensates, and promotes regardless of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected status as required by applicable law.

Please submit a cover letter and resume to: Naomi Walsh at naomi.walsh@fergwell.com