

Title

Intern – Business Services -- Summer 2020

Reports To

Chief Operating Officer

Firm Overview

RiverFront Investment Group, LLC, is an independent SEC-registered investment advisor, managing more than \$7 billion in assets under advisement. Majority owned by its employees, RiverFront provides asset management, investment advice, and cutting-edge market insights. An Internship at RiverFront Investment Group provides the opportunity to learn about the financial services industry and to gain hands on experience in multiple areas of our business, including sales and marketing.

At RiverFront, we believe that people are our most important investment. We strive to create a collaborative, transparent, and energetic work environment. Our mission is to respect, serve, and support financial advisor partners, each other, and our communities. We believe in treating others with respect, recognizing the power of diversity and the difference culture makes to our clients and our associates. Everyday our intern will be surrounded by a smart, humble team that likes to work hard and have fun.

Internship Overview

Throughout the summer the Intern will have the opportunity to take on projects from different departments such as Trading, Compliance, Finance, Human Resources, Technology, and Investments.

On the Trading desk the Intern will learn about the investment strategies and trading processes that are used at RiverFront Investment Group and about the financial services industry overall. The Intern will watch model trades and account reconciliation while working on ad hoc projects from members of the Trading team.

Other projects completed by past Interns include credit analyses, complex research, end of quarter compliance tasks, development of position descriptions, drafting policies, data manipulation in SQL and VBA, projects using FactSet, and aiding in the organization of monthly due diligence events. The Intern will be able to engage with managers of all departments to learn more fully how each works.

Interns in the past have used the Internship to explore different areas of the business to help determine what interests them most and the types of roles they will pursue after graduation.

Required Education & Skills

- Qualified candidates should be beginning their final year in pursuit of a Bachelor's degree in Economics, Accounting, Finance, Computer Science, Business Management, or related field.

- Candidate should be a driven self-starter with strong communication, interpersonal, and analytical skills.
- Proficiency in Microsoft Excel is preferred.
- Ability to prioritize and manage multiple assignments in a fast-paced environment.
- Candidate must have a U.S. work authorization and be able to work in Richmond, VA.

Work Environment & Physical Demands

This position will operate in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, and an all-in-one copier/scanner/printer/fax machine. This role requires the ability to lift (up to 10 pounds), bend, and stand. The role also requires walking, sitting, talking and hearing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To express interest in this position, please submit your resume and cover letter to CAREERS@riverfrontig.com.