

## Trading Control Analyst – North RTC

### POSITION

The Trading Control Analyst is responsible for maintaining a trading control environment at the North Regional Trading Center. The Trading Control Analyst is also responsible for additional projects as required by management.

### KEY INTERFACES

Reports to: Manager of Trading Control – East and West Regions  
Direct Reports: None

### REQUIRED QUALIFICATIONS

- Bachelor's Degree in an appropriate discipline or 3+ years of work experience in related area.
- Strong verbal and written communications skills and attention to detail.
- Strong analytical, research, organizational, and interpersonal skills.
- Solid aptitude for math, accounting, finance, auditing, and market economics.
- Strong working knowledge of computer/PC and various software, especially the risk system and associated reporting tools.
- Advanced knowledge of MS Excel and Access.
- Must be able to effectively follow through on projects and duties.
- Ability to solve problems, make decisions and prioritize their resolution.
- Must be innovative, self-motivated, and proactive.
- Must be able to manage and complete several projects simultaneously.
- Must be a team player that is also capable of leading a team.

### RESPONSIBILITIES

- Ensures the accuracy and integrity of the data in the risk management systems by performing various reconciliations and reports errors accordingly
- Monitors and distributes transaction requests received from members and customers and logs on member websites.
- Maintains the voice recording system, ensuring that all applicable devices are recorded and available for retrieval.
- Monitors trader compliance with established trading authority limits and maintains records of approval documentation.
- Monitors time parameters and price triggers on transaction requests.
- Monitors compliance with members' hedging policies.
- Reviews and maintains the Limits Monitoring query tables.
- Monitors transaction requests received from clients.
- Assists the settlements group with reconciliation by retrieving voice recordings and investigating discrepancies.
- Assists with the SAS 70 Review by complying with auditors' requests.
- Submits daily transaction data to price index publishers.
- Develops and updates Trading Control desk procedures.
- Ensures confirmation letters are generated, reviewed and signed for all term trades.
- Develops or improves transaction queries and reports using available software tools.
- Captures long-term deals executed by APM's clients and complex transactions in the risk management system.
- Assists in training new Trading Control and Front Office personnel and associates.
- Coordinates and schedules training for new and changing markets and commodities.
- Assists with the implementation of new clients, services, markets, or commodities.
- Assists with the implementation of new systems or processes related to trade execution, deal capture, deal validation, or transaction reporting.
- Works closely with the Manager of Trading Control – East and West Regions and functions as a backup as necessary.
- Participates as an active team member by attending meetings, showing respect for co-workers, encouraging feedback, contributing insights and opinions, and reflecting a positive work ethic.
- Any additional responsibilities assigned by management.

**WORK ENVIRONMENT**

Must be able to work effectively in a busy open trading floor environment. Must be able to work independently or on a team with minimal supervision. Must be flexible. Frequent use of a computer and attending meetings is part of this job. Work overtime as needed. This is a non-smoking environment.

**SALARY RANGE**

Commensurate with experience

**LOCATION**

APM Regional Trading Center - Maple Grove, Minnesota