



Financial Services Specialist

Corporate: Raleigh, North Carolina, USA
1 Glenwood Ave, Raleigh, NC 27603

Job Title: Financial Services Specialist

Department: Operations

Status: Full-time

About Us:

ISSUER DIRECT (NYSE: ISDR) is a global communications and compliance platform company, with offices in Research Triangle Park, NC, Salt Lake City UT, Canada, and London. Thousands of CEO's, CFO's, compliance and shareholder communications professionals around the world rely on ISSUER DIRECT to deliver their company's vision to the market and to stay in compliance with regulatory agencies.

As one of the fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

The Financial Services Specialist is responsible for assisting the Operations Department with converting documents to be filed with the Securities Exchange Commission (the SEC) and other regulatory bodies by performing the following duties.

A Day in the Life:

- Converts word-processed or desktop published documents into EDGAR/HTML format.
- Prepare Performs cleanup work in Microsoft Word before converting to EDGAR/HTML by fixing tab settings, adding hard page breaks, lining up tables columns/rows, etc.
- Proofreads and manages quality control review of documents before they are distributed to clients for their review (comparing the converted document to a client's original document for any formatting issues).
- Files client 10K and 10Q reports with the SEC and ensures all information is correct and in compliance.
- Creates custom taxonomy when SEC tags are not available for special taxonomy requirements per clients' filing.
- Communicates with clients, nationally and internationally, to ensure 10K and 10Q reports are correct and in compliance prior to filing.
- Onboards new clients by reviewing their past filings to ensure future filings are in compliance with the SEC guidelines.
- Ability to learn and adapt to the use of industry software's and tools for document conversion.
- Manages the inbound email communications with high level representatives of Corporate Issuers (CEO, CFO, Auditors, Attorneys, etc.).

About You:

Knowledge, Skills & Abilities

- Engage and partner with clients and internal partners as required
- Prefer working in a collaborative, team-based environment
- Excellent oral and written communication skills
- Excel in problem-solving
- Self-driven
- Excellent time management and organizational skills



- Excellent time management and organizational skills
- Ability to prioritize and leverage resources successfully
- Advanced technical/business skills
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- Proficiency in PC/Internet technologies and Microsoft Office Suite

Education & Experience

- BA/BS degree or equivalent work experience
- 1-2+ years' accounting or finance experience preferred

Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

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