CORDA

TOGETHER WE'RE INVESTED

Company Overview

CORDA Investment Management, LLC is a client-centered wealth management firm serving high-net-worth individuals and families. We bring together investment management, financial planning, and tax strategy in one integrated, proactive approach.

Registered with the SEC under the Investment Advisers Act of 1940, CORDA upholds the highest standards of integrity and fiduciary responsibility.

At CORDA, our team shares a common purpose: helping clients navigate complexity, build confidence in their financial future, and leave a meaningful legacy. We are a close-knit, collaborative team. We support each other and welcome new ideas, while staying focused on the clients we serve. If our work resonates with you, we'd love to connect!

Accounting & Operations Specialist

We are seeking a detail-oriented, service-minded Accounting & Operations Specialist to support our internal financial operations and client service functions. In this role, you will report to the Director of Finance and play a key part in ensuring the accuracy, organization, and efficiency of our day-to-day operations.

We're looking for someone who is a proactive problem solver, takes ownership of their work, and enjoys contributing across both financial and operational areas of a growing firm.

Location (in office): Memorial area of Houston, TX

Position Type: Full-Time

Essential Duties & Responsibilities

Accounting & Finance

- Support billing processes for management and tax services
- Perform QuickBooks data entry, including expenses and bill pay
- Review and summarize expenses for accuracy and reporting

- Assist with collections and follow-up on outstanding items
- Perform account reconciliations, including collections and payouts

Client Service & Reporting

- Support process of downloading and data reconciliation within portfolio management system
- Conduct proactive outreach to clients for scheduling and general check-ins (non-advisory, structured communication)
- Provide backup phone coverage and general client support as needed

Corporate Operations & Administrative Support

- Coordinate events (client, prospect, and internal), including vendor research and logistics
- Assist with HR-related administrative tasks (onboarding, offboarding, benefits coordination, PTO tracking)
- Support and improve CRM (Salesforce) usage, including documentation, reporting, and data integrity
- Contribute to process improvement initiatives across operations
- Support new account set-up from opening through trading
- Support estate account processing from notice through final settlement and fees
- Perform account terminations, to include all steps from closing accounts through fee settlement
- Perform data audits and clean ups within Salesforce and Tamarac, and follow-up on loose ends

Education & Experience

- 5+ years of experience in bookkeeping or accounting preferred
- Experience with QuickBooks preferred
- Experience with SalesForce preferred
- Experience with Tamarac preferred
- Experience with Excel preferred
- Strong attention to detail and organizational skills
- Proactive, solution-oriented mindset with a high level of accountability
- Ability to manage multiple priorities and follow through consistently
- Strong communication skills and client-service orientation

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.