

DOCK STREET

DOCK STREET ASSET MANAGEMENT, INC.

Title: Trading Operations Manager

Location: Virtual

Reports To: Spencer Ogden, President

About Dock Street

Dock Street Asset Management is a family-owned investment advisory firm founded in 1989. We help business owners turn hard-earned income into enduring, liquid, and compounding wealth. We do this by investing in high-quality public businesses with the same discipline and long-term mindset that our clients use to build their own businesses.

Role Mission

The Investment Trader supports Dock Street's investment and trading operations by implementing trades across client households and firm-wide portfolios.

The trader executes stocks, bonds, mutual funds at both the household and block level, ensuring portfolio changes, asset allocation shifts and client cash flows are implemented precisely. Success in this role means translating investment intent into correct, tax-aware execution across 500+ accounts, with zero errors.

This is a process-driven role for someone who takes pride in getting the details right, operates calmly under time pressure, and wants to build a long-term career in trading and investing.

Portfolio Monitoring & Cash Management

- Monitor cash balances, portfolio drift, and tolerance bands on a daily basis
- Proactively flag accounts outside guidelines and raise cash as needed for withdrawals, rebalances, or upcoming client needs daily

Trade Implementation & Execution

- Collaborate daily with the Client Service Team to execute timely, accurate trades in response to client needs
- Execute stocks, bonds, and mutual funds at both the household and block level
- Partner closely with the Client Team and CIO on large entries and exits, including execution strategy, allocation, and coordination with trading desks and custodians

Tax-Aware Trading Discipline

- Ensure zero wash sales across all accounts

- Optimize tax lot selection with a long-term, client-first mindset
- Avoid unnecessary short-term gains and unintended tax consequences

Reconciliation & Error Ownership

- Perform same-day trade reconciliation
- Maintain a zero-error standard across all trading activity
- Investigate, document, and resolve any issues with clear root-cause analysis

Trading Systems & Infrastructure

- Maintain and improve trading systems, connections, and configurations
 - Build tools and automation to improve accuracy, efficiency, and scalability over time
 - Willingness to tinker with automation: Zapier, Python, AI Coding
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What This Role Requires

- Series 65 or willingness to complete
- Exceptional attention to detail and strict adherence to process
- Strong time management and organization in time-sensitive environments
- Sound judgment around risk and execution
- Operates with a zero-error mindset and catches issues before they reach clients or portfolios
- Willingness to ask questions and push back when direction or data is unclear
- To confirm you have read this carefully, include the phrase “precision compounds” in the first line of your reply.
- The ability to stay calm, accurate, and disciplined under tight deadlines and changing market conditions

To Apply

Please submit your CV and cover letter to careers@dockstreet.com.