

Job Description
Fee Administration Analyst

Reports to: Fee Administration Manager

Company: FC Stone, LLC

Position purpose: Monitor and maintain all fee schedules in books and verify correct fees/rates are being charged in books and exchanges for both clearing and brokerage.

Primary Responsibilities:

- Maintains and updates fee schedules in R&N (ION).
- Maintains Exchange fee systems for all Chicago and NY Exchanges.
- Processes Globex trader ID registrations in fee system for CME/CBOT/NYMX/COMX.
- Collaborates with New Accounts to ensure proper fee and membership codes are used in initial set up and monitors changes thereafter.
- Verifies monthly NYBOT billing to ensure we are being billed at the correct customer type.
- Monitors CME/CBOT/NYMX/COMX firms to ensure we are being billed at the correct customer type.
- Verifies brokerage rates in BPS and ATOM for all NY and Chicago divisions.
- Monitors foreign exchanges for fee reconciliation.
- Maintains membership lists for each firm for fee verification.
- Researches inquiries and discrepancies on clearing fees and brokerage rates.
- Maintains prompt and regular attendance.
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed.

Job requirements:

- High school education or equivalent
- Minimum 1 year similar work experience preferred
- Strong work ethic and emphasis on attention to detail imperative
- Excellent customer service, communication and organizational skills
- Must be authorized to work in the US for any employer

Class: Full time, exempt

Physical Requirements/Working conditions:

- Climate controlled office environment
- Minimal physical requirements other than occasional light lifting of boxed materials