

**Employment Opportunity:**

*Data and IT Support Analyst – Portland*

If you want to work with an industry leader, in a dynamic environment that fosters professional growth, we invite you to join our team. With \$6+ billion in assets under management, R.M. Davis is Northern New England's largest wealth management firm, with offices in downtown Portland, Maine and Portsmouth, New Hampshire.

**The Position**

**R. M. Davis** is looking for a self-motivated professional to provide on-site technology support to a growing user base and assist with the implementation and maintenance of Tamarac, a new financial software system that is being implemented at the firm.

The **Data and IT Support Analyst** will perform a variety of tasks, including becoming proficient and serving as one of the subject matter experts for Tamarac. This involves both data quality efforts as we migrate from APX to Tamarac and creating best practices for leveraging Tamarac as a business tool in the future. The **Data and IT Support Analyst** will also support end user requests for basic hardware and software support, serve as the first point of contact for all technology issues, and assist with other technology and data related projects in coordination with our managed services provider.

**The candidate should have:**

- Bachelor's degree in computer science, information systems, finance, or a related field.
- Prior work experience in the technology or operational area of an investment advisory, brokerage, or wealth management firm.
- An analytical mindset with excellent attention to detail and accuracy.
- Excellent interpersonal, relationship building and communication skills.
- Strong organizational and time management skills.
- Familiarity or prior experience with programming languages is preferred.
- Prior experience using Advent APX or Tamarac software is preferred.

**The Benefits:**

- Competitive compensation and annual bonus opportunity
- 401k plan with employer contributions
- 100% company-paid employee health insurance
- Generous paid time off, including paid parental leave
- Education reimbursement
- Company paid, covered parking
- Professional downtown office setting
- Flexible hybrid work schedule
- Collaborative work culture

This position is a non-exempt position and therefore qualifies for overtime pay.

If interested, please send a cover letter and resume to:

***R. M. Davis, Inc.***  
***Attn: Denise Vigneault***  
***24 City Center***  
***Portland, ME 04101***  
[\*\*\*dvigneault@rmdavis.com\*\*\*](mailto:dvigneault@rmdavis.com)