

salary 55-70k

The Fund Administration Analyst will support various internal customers (marketing, legal, portfolio management, etc) as well as our external customers to support the day to day operations of all pooled vehicles. There will be one on one specific training as well as group training as the opportunity arises.

Specific responsibilities may include but not be limited to:

- Ensure Fund Compliance with IRS, SEC, CSSF and other regulatory bodies
- Prepare Reports and schedules for Internal Customers (Portfolio Managers, Marketing, Legal, etc.)
- Assist in audit coordination and Shareholder Report review
- Prepare income analysis for Dividend Committee Meetings
- Review expense analysis as well as creating new budgets
- Resolve operational problems or issues
- Analyze NAV Calculations for accuracy
- Recommend and participate in the implementation of changes and enhancements to the department
- Keep management informed of any problems that arise on his or her funds
- Assist on special projects as needed
- Process Improvements
- Document procedures
- Reply to client requests

#### Job Qualifications

The ideal candidate should have a minimum of 2 years of experience in the mutual fund or finance industry as well as a Bachelors degree in a business field (preferably accounting or finance related). The candidate should have a proficient knowledge of mutual fund accounting. The job requires knowledge of tax issues, SEC regulations, financial reporting and the use of spreadsheets. It also requires excellent analytical, communication, organizational and problem solving skills. The candidate should demonstrate proficiency in standard desktop applications (excel, word, outlook, etc).

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