

JOB DESCRIPTION AND FUNCTIONS OF ASSOCIATE ACCOUNTANT (FUND ADMINISTRATION)

As **Associate Accountant**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

Middle and Back Office Functions:

- Gathers all information required (i.e. external statements, i.e., prime broker reports and custodian statements, supporting documents for recurring expenses including legal fees, audit fee, admin fees, tax fees, director's fee, etc.);
- For Geneva clients, performs pricing of funds' investments using prices from external sources;
- Uploads daily trade transactions from the prime broker's FTP sites or trade blotter including the daily dividends, interest, corporate actions, and cash activities and record them in the HC Global's portfolio accounting;
- Prepares daily equity reconciliation for each fund and if required by the engagement, also prepares position and cash reconciliation. Investigates any trade breaks and reconciling items on the reconciliation;
- Based on downloaded reports and other calculations, prepares and/or updates the financial reports (trial balance, income statement, balance sheet, statement of changes in capital accounts, investors' monthly and YTD allocations, capital letters, summary of expenses, schedule of management fees, etc.);
- Ensures that the monthly partners' allocation is allocating the correct profit and loss based on the straight capital ratios or commitment ratios, whichever is the case maybe;
- Ensures that management fees and performance fees are allocating according to the limited partnership agreements;
- Ensures that all expenses are accrued and all income and expense items are recognized in the appropriate tabs in the allocation file;

- Ensures that all income and expenses are classified in the right income and expense character for income tax purposes;
- Ensures the correctness of the monthly, quarterly and year to date gross and net returns for each limited partners;
- Ensures that all working papers are appropriately labeled and with proper notations and/or cell comments;
- Prepares the reporting package for next level review;
- Prepares all accounting related entries for Geneva clients, ensuring that all transactions have appropriate support;
- Monitors client mailboxes/distribution lists and saves all necessary emails and supports on a timely manner;
- Prepares ad hoc requests received from client, including but not limited to, distributions, drawdowns, etc.;
- Prepares wire entries in the treasury portal for engagements with Cash Control services;
- Performs peer review of Investor statements, as needed.

Assists in coordinating annual audits of clients' financial statements:

- Prepares working papers in a way that ensures that all audit requirements are handy for the auditors;
- Prepares year-end schedules for independent auditors including cost roll forward, cash reconciliation, statement of cash flows, and financial highlights and other working papers supporting the balances and disclosures in the financial statements;
- Prepares each fund's financial statements and works closely with the respective fund's auditors for note disclosures;
- Prepares and submits draft financial statements on a timely basis for next level review;
- Organizes own work, setting priorities and meeting critical deadlines.

In addition to the above functions, employee may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Senior Associate, Associate Director or Director supervising them.

Job Specifications:

- Graduate of Bachelor's degree in Accountancy;
- Preferably a Certified Public Accountant (CPA) or Chartered Accountant (CA);
- Preferably with at least 1 year of experience in financial accounting or equivalent;
- A team player; must be able to work individually and as part of a team;
- Has a good business understanding of financial concepts and procedures;
- Analytical and very detail-oriented;
- Flexibility to expand work hours as necessary and support business needs.