



Role: Fast-growing boutique financial services consulting company seeks an experienced Associate Director to work with premier investment management firms.

Company Overview: Constellation Advisers is a premier investment management consultancy with a boutique firm approach. Drawing from decades of experience in investment management and financial services, our consultants provide expert advice and value-added service to a range of traditional and alternative investment management firms, their investors, and their service providers, including hedge funds, mutual funds, fund of funds, private wealth management firms, private equity and venture capital funds, global asset managers, foundations, fund administrators, prime brokers, and dispute litigators. Please see our website at <https://www.constellationadvisers.com/>

Why Constellation: Since it was founded in 2008, Constellation has built an unparalleled reputation as a leading service provider to the investment management industry. This is entirely a result of its people. The investment in our employees begins on day one with onsite training while working alongside senior executives in high growth industries. Beginning at the Associate level, our professionals are exposed to a wide array of investment management structures and strategies including hedge funds, private equity, energy, debt, crypto asset, real estate, venture capital, and many more. The day to day variance keeps our people engaged and at the forefront of the industry. Our teams work in a collaborative environment across service lines to gain insight into Accounting and Finance, Middle Office and Operations, and Regulatory and Compliance. Constellation is expanding across the country and worldwide as we continue to open new offices and grow our client base. Join our team today and develop experience that will last you a lifetime.

Position Overview: As an Associate Director in our CFO Accounting consultant group you will help to lead engagements for new and existing clients of varying sizes and with varying needs. The Associate Director will help to supervise junior members of the team in executing and maintaining all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. This includes payment of all invoices, issuance of bills and collection of cash. The Associate Director will also work with the CFO team to support clients with ongoing accounting needs, including invoicing and allocation etc.

Responsibilities

- Liaison with the clients' external auditors, administrator, HR/payroll, and other service providers
- Calculation of management fees and incentive allocation
- Expense tracking and approvals
- Provide operational support for clients
- Fund and management company financial statement preparation/review
- Accounting principles and issues research, as needed
- Assist in evaluating current financial and accounting process for new clients, propose improvements and help coordinate implementation efforts
- Service provider recommendations and vetting
- Lead client execution and act as main point of contact on accounts
- Attend and lead meetings for client engagements
- Arrange, coordinate and participate in weekly, monthly or as needed conference calls with NY office and clients.



- Assist in the opening of brokerage and bank accounts
- Review of service provider contracts and fund documents
- Advise clients on various issues as they arise
- Develop and oversee staff in delivery of services
- Work with clients to deliver outsourced CFO and related services to Hedge Funds and Private Equity Funds
- Participate in special projects
- Develop budgets
- Financial Statement review
- Establish accounting practices
- Accounting principles and issues research
- Create financial models and provide ad-hoc financial analysis
- Review of service provider contracts and formation documents
- Evaluate current financial and accounting processes for clients, propose improvements and help coordinate implementation efforts

Qualifications

Successful candidates will have many, if not all, of the attributes below:

- 7-10 years of experience in alternative investment management industry (Hedge Fund, Private Equity)
- Bachelor's Degree in Accounting
- CPA required
- Public Accounting background
- Administration experience a plus
- Superior management skills
- Attention to detail and ability to multi-task
- Hard-working, self-starter, dedicated, punctual and personable
- Excellent organizational skills
- Excellent interpersonal, oral and written communication skills
- Strong accounting and analytical skills
- Strong computer skills: Microsoft Office Suite and QuickBooks
- Passionate about working in a dynamic entrepreneurial environment
- In depth understanding of investment management and alternative products
- Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems — quickly and competently