Title: Hedge Fund Operations Manager

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.

Responsibilities

- Preparing daily position and trade reconciliations between clients' books and records and their Prime Brokers'
- Working with clients and prime brokers on trade break resolutions
- Preparing monthly tri-party position, cash, market value and accrual reconciliations
- Preparing monthly performance estimates for COO clients
- Review monthly Administrator NAV Packages and make updates to the portfolio accounting system if necessary
- Build and maintain fund accrual schedules
- Processing Corporate Actions for securities held in client portfolios, including cash and stock dividends, stock splits, and mergers and acquisitions
- Providing support for the conversion of new clients (middle office), including providing training to clients on technology and processes
- Other duties, as needed

Qualifications

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

- Bachelor's Degree Required
- BS/BA in accounting, finance, economics, or a related field
- 3-7 years of total experience within the financial services industry. Fund accounting experience working with hedge funds is preferred

- General knowledge of and familiarity with financial instruments (i.e. equities, fixed income, options, swaps, futures, foreign exchange) within both domestic and global securities markets
- Must have attention to detail and ability to multi-task
- Strong written and verbal communication skills, including client relationship management
- Strong working knowledge of hedge funds and/or mutual funds
- Hard-working, dedicated, punctual and personable
- Strong research and writing skills
- Strong accounting and analytical skills
- Strong computer skills: Advanced Excel, Portfolio Accounting Systems (Axys, Tradar, Enfusion, Geneva, etc)