

## **Job Analysis**

Department: Fund Accounting

Position: Fund Controller

Date: July 2008

Current Staff in Position:

### **Current job Description:**

#### **Current Job Tasks:**

##### **Daily**

Monitor Deliverable Calendar –  
Pricing for all funds  
Prepare Daily P & L File  
Miscellaneous Meetings  
Ad Hoc requests for fund information  
Ad Hoc Questions from IC Team and front office  
Communication with Fulcrum and other third parties  
Respond to email

##### **Weekly**

Update Meetings with Julie  
Work on projects in progress as time allows

##### **Bi-Monthly**

Formal P & L and communicate results to external investors  
Team Meetings on status of near term deliverables  
Attend Operations staff meetings

##### **Monthly**

Value internally valued investments  
Close SPV legal entities  
Compile and analyze externally valued investments  
Close TAC Fund  
Review key deliverables for accuracy  
Review valuations  
Update cash flow models  
Attend Risk Committees  
Prepare and distribute financial statements for each fund to third parties  
Provide information for review and ensure accuracy of investor letters  
Provide information for and review to ensure accuracy of marketing materials  
Prepare tax estimates for TAC and other funds  
Ensure risk management meeting materials are prepared  
Attend investor meetings to answer questions regarding valuation and audit practices  
Provide information to investor relations regarding fund accounting practices

**Work Form:**

Is mainly in the written/spread sheet format; however, also involves a lot of communication between the Investment Coordinators, front office staff, and third party entities. Most information is stored electronically with backups conducted by the Information and Technical Department.

**Relationship to other Departments:**

The Fund Controller interacts a great deal with the Investment Coordinator Department, Investment Professionals, and traders to assess risk, tax implications of fund assets to investors, and valuation of funds. The Fund Controller is also responsible for the handling of the yearly audit and ensuring that it runs smoothly and books are reported correctly. All funds are closed on a monthly and annual basis and reported to the Corporate Controller who then addresses corporate level accounting needs.

**Higher Position this job prepares one for:**

This job could easily prepare someone for an evaluation and risk manager. It could also lead to a more prominent role as a Chief Financial Officer. Missing components to this role in preparation for the CFO position are a deeper understanding of the Investment Coordinator positions and understanding of how the IC Department functions and needs to function optimally.

**Equivalent Positions:**

Tax Manager and Fund Manager. Each of these positions includes many tasks and responsibilities of the Fund controller position only in greater detail. The manager positions do less oversight however, are responsible for more of the details in closing the GL and providing information for evaluation and risk assessment.

**Tools required for the position:**

Computer, Microsoft programs, telephone, and internet access. Standard office supplies such as highlighters, pens, paper, and paper clips may be helpful.

**Physical Requirements:**

No physical requirements necessary.

**Hazards or Unusual Working Conditions:**

None

**Qualifications:**

Minimum Education: Bachelor's degree and 10-15 years experience or MBA in Accounting and Finance

Experience in the Hedge Fund industry valuable; however, general financial industry experience is required at a minimum with at least 10 years experience in accounting.

**Knowledge, Skills, and abilities:**

Knowledge of accounting principals and ability to perform tasks required are necessary. Proficiency in Excel and understanding of spread sheets and graph creation required. The Fund Controller should also possess exceptional communication and presentation skills necessary.....

**Special requirements/Licenses:**

CPA preferred not required.

**Supervisory Responsibilities:**

Currently the Fund Controller oversees 5 staff members and therefore should have a minimum of 2 years supervisory experience of 3 more employees prior to entering this position.

**Optimal Personality Characteristics**

Personality is such a critical factor in determining successful candidates for any position, but this is especially true of accountants. The roles and responsibilities required of accountants do require certain personality attributes to help them be successful. For instance, the nature of accounting work does lend itself better to those who conform to social norms, value privacy and have more self control than those who are more.....

**Current Work Capacity/ Current work Reported Stress:**

**Recommendations:**