



Fund Accounting Analyst

Location: New York, NY

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$90 billion in assets under management as of March 31, 2017. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$21 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com.

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY

Reporting to the Manager of Fund Accounting, the Analyst will be part of a growing team focused on fund accounting for current, future private and public funds. Fund investment vehicles include long-term equity, fixed income, funds of hedge funds, and hedge fund seeding vehicles.

KEY RESPONSIBILITIES

- Prepare monthly Fund NAVs and investor allocations
- Analyze and perform NAV reconciliations with various third party administrators and custodians
- Verify fee calculations in accordance with fund governing documents
- Review and reconcile client capital statements generated by third party administrators
- Assist in audit process and tax preparation
- Reconcile invoices to expense budgets and submit for approval/payment
- Provide data required for various regulatory reporting obligations (NFA, SEC)
- Prepare projections for cash management

EDUCATION/ACCREDITATION

- Bachelor's degree with a major in Accounting, Finance or a related field

SPECIALIZED SKILLS AND EXPERIENCE

- Minimum 2 years of relevant experience in fund accounting
- Experience with various products including equities, fixed income, and hedge funds. Derivatives, an asset
- Experience in financial reporting
- Working knowledge of GAAP principles and financial statements
- Conversant in securities valuation
- Detail oriented and works with a high degree of accuracy
- Proven initiative and continuous process improvement mindset
- Strong knowledge of Excel intermediate functions (pivot tables, VLOOKUP, etc.)

Those interested in this position may send their resume to careersUS@fieracapital.com. Please note only qualified applicants will be contacted. Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.