



Job Posting: Fund Accountant I

Status: Open

Location: Chicago, Illinois

Business Line: Fund Administration

Contact: info@cortlandglobal.com

Company Background:

Chicago-headquartered Cortland Capital Market Services LLC is a leading independent investment servicing company. The Company SAS Type II certified and provides fund administration, bank loan servicing, securitization services, and middle-office support to financial institutions including commercial lenders, proprietary trading and alternative investment managers, banks, and credit unions. Cortland is administers over US\$ 5.2 billion (AUA) for 80 + clients, as of December 31, 2010. More information on the company, and its wholly owned subsidiary Cortland Fund Services LLC, is available at www.cortlandglobal.com.

Position Description:

The Fund Accountant I position is primarily responsible for day-to-day accounting support functions for an assigned group of portfolios. Specific responsibilities include posting journal entries and money-movement instructions. Analyze asset accrual methodology and output. Perform periodic asset payment, cash and corporate action reconciliations. Setup, analyze and review interest rate, currency and credit swap calculations. Assist with security master and reporting setup. Administer investor-level inquiries, subscription and redemption terms and conditions. Review periodic P&L calculations at the fund and investor-levels. Maintain shareholder register and review periodic shareholder statements. Assist with audit and tax preparation and audit review. Administer partnership allocation schedules for stand alone and master-feeder funds. Assist with the preparation and analysis of periodic NAV calculations and financial statements. Communicate and interface with funds, investors, prime brokers and custodians, and vendors including pricing services and rating agencies. Monitor the market for changes and trends in fund structures, accounting conventions, and asset classes.

Experience, Education and Qualifications:

Accounting experience and exposure to single manager hedge funds, private equity funds, real estate funds, and fund-of-funds is required. Experience with fund-level and on/off-shore investor documentation is a plus. A degree in or a concentration in Accounting and 2 years of experience with private equity or alternative investment funds is required. Longer experience without a degree will be considered. Demonstrated analytic skills, strong working knowledge of fundamental financial reporting and a strong proactive interest in learning and mastering new investment concepts, new accounting rules, and new service processes is an absolute requirement for the position. Strong MS Excel skills and experience, knowledge, or familiarity with Bloomberg, performance systems, and fund accounting systems are necessary for the position.