

**Primary Responsibilities**

* Work in coordination with Fund administrator to maintain internal books and records
* Assist with loan origination systems maintenance and support including break resolution
* Assist with calculation and processing of fees and other payments
* Assist with support for compliance, marketing and front office requirements.
* Assist with annual financial statement audit process and related tax statement preparation
* Assist with managing service provider and client relationships
* Assist Controller with other functional responsibilities including corporate accounting, compliance, and new business initiative execution

**Preferred Candidate Experience**

* 5-10 years of experience in fund administration
* Familiarity with direct lending and/or loan platforms
* 5+ plus years of relevant work in hedge fund operations preferred
* Interest in blockchain technology & cryptocurrency
* Accounting background
* Monthly statement preparation
* Loan officer or loan management system experience

The ideal candidate will have a strong background in fund accounting, with relevant experience gained either at an administrator, asset manager or hedge fund/VC. Strong Excel skills are a must. Experience with loan origination, trade settlements, money movement, transaction processing, bank account and trade reconciliations, banking, managing third-party service provider relationships, financial statement preparation, and budget preparation are all positives.