

I am conducting a search for a **Hedge Fund located in Southern California**. My client is looking for an **Operations/Finance Manager** with **3-10 years experience**. Must have a strong understanding of the **Advent Axys portfolio management software system**.

Qualifications: My client is looking for an operations manager that has experience in back office operations with a strong understanding of the **Advent Axys portfolio management software system**. **Candidate must have experience doing day to day operations at an investment advisor**. My client prefers someone in Southern CA, however, they will relocate the right person.

Responsibilities: Day to day operations, work on month end financials with CFO, must understand financial markets

Daily: Download to Advent; Reconcile w/ UBS & Advent; Send all bills for fund; Upload trades to UBS at end of day; Notify Administrator of trades

Weekly: Reconcile weekly NAV from Administrator; File Form SH if needed

Monthly: Reconcile with custodian statements; Reconcile monthly NAV from Administrator; Send monthly statements out to onshore clients

Quarterly/Annually: File Form 13F; Quarterly billing for managed accounts; Send copy of bills to managed accounts; Send Annual Offer of ADV/Privacy Policy

General: Maintain Advent

There are obviously more tasks than is listed above, but those are the core things that will be done in general.

Qualified candidates are encouraged to send a resume to tracie@buscarinc.com

If there is an interest we will contact you.