



Example of Associate Investment Job Description

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Our company is looking to fill the role of associate investment. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate investment

- Prepare and analyze daily performance reports for senior management for multiple diverse asset classes
- Resolution of fails for all settlements
- Supports the annual audit process and assists with new disclosure research
- Monitors custody bank accounting and performance calculation processes, investigating and resolving any misstatements
- Assists with all accounting processes, including producing monthly financial statements
- Attending meetings with prospective or currently invested hedge fund managers
- Producing investment report write-ups for both internal and client presentation
- Reconciliation of accounts and trades
- Trade entry and follow-up
- Interaction with clients and custodian firm

Qualifications for associate investment

- At least 2-6 years of investment performance and/or investment accounting experience preferred
- CFA, CPA and/or CIPM designation preferred
- Knowledge of the principles and procedures of investment management

- With preference for a Master's Degree, in Business, Finance, or a related field
- Participate in client meetings with the PM and other members of the client service team
- Monitor PMs' desks in their absence