

Position Description
Financial Analyst, Client Services

Date Prepared: January 2012

FLSA Status: Exempt

Strategic Investment Group (SIG), founded in 1987, provides full investment outsourcing services to institutional clients and taxable family groups, both domestic and offshore. Strategic is a growing, entrepreneurial company that supports a progressive and creative environment. This is an exciting position for the person with the right qualifications, drive and initiative. The Financial Analyst, Client Services, will play a critical role in supporting clients' needs with respect to regulatory, accounting, audit and tax reporting issues. Please visit our website at www.strategicgroup.com to learn more about the firm.

Essential Duties and Responsibilities (other duties may be assigned to meet business needs):

- In support of client reporting requirements (regulatory, accounting, audit and tax):
 - ✓ interface with clients, their internal and external accountants, and custodians;
 - ✓ liaise with internal portfolio managers, external managers, funds and their custodians, administrators and auditors;
 - ✓ develop internal procedures to provide requested information to clients in standardized format (to the extent possible);
 - ✓ provide educational support of roles and responsibilities (clients, custodians, SIG, etc.) to clients and SIG staff;
 - ✓ schedule and conduct annual planning meetings with clients and service providers in advance of client audits;
 - ✓ coordinate and oversee completion of ASC 820 (formerly FAS 157) templates (Level II and III);
 - ✓ assist with client footnote disclosures;
 - ✓ keep abreast of upcoming reporting changes and proactively engage colleagues and clients in discussion of ramifications.
- Oversee audit/tax documentation management for client fund investments.
- Recommend service provider and oversee SIG's SSAE 16 (formerly SAS 70) reviews.
- Assist, as needed, Operational Due Diligence & Internal Controls team with sub-manager/fund financial statement and SSAE 16 (SAS 70) reviews.
- Work closely with the following SIG teams: Client Services, Portfolio Administration, Operational Due Diligence & Internal Controls, Investments, Risk Management & Analytics, and Legal & Compliance.

Qualifications/Requirements:

- Bachelor's degree in Accounting and, ideally, CPA designation.
- Five plus years' work experience in operations or corporate accounting within, or auditing positions associated with financial services firms.
- Ability to independently manage projects and meet deadlines with minimal supervision.
- Experience with FBAR, ASC 820/FAS 157, and DOL Form 5500 reporting.
- Experience with SAS 70 (Type I and II) reviews.
- Strong organizational, analytical, and quantitative skills.
- Detail-oriented and ability to multi-task.
- Superior written and verbal communication skills.
- Strong interpersonal skills, team-oriented and professional demeanor.
- Comfortable working in a demanding environment.

We are committed to the full utilization of all human resources and to a policy of equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally-recognized basis including, but not limited to race, color, religion, sex, marital status, national origin, physical or mental disability, age or veteran status.