

## **Job Description**

### **Job Title**

Finance Assistant

### **General Job Description**

Assisting the Chief Financial Officer with his responsibilities for all financial, compliance, regulatory, administrative, and human resource functions of the Company.

### **Specific Job Description**

1. Assist the Chief Financial Officer in the performance of all of his financial, compliance, regulatory, and administrative duties and responsibilities, including:
  - a. For the Company – all accounting, including:
    - i. Processing accounts payable for payment,
    - ii. Monitoring and reconciling accounts receivable,
    - iii. Recording income and expense accruals,
    - iv. Maintaining fixed asset records,
    - v. Calculating and recording depreciation,
    - vi. Calculating and filing sales and use taxes,
    - vii. Preparing and filing Form 1099 for vendors, as appropriate
    - viii. Paying federal and state income taxes,
    - ix. Performing monthly and year-to-date variance analysis, as well as reasonableness testing,
    - x. Closing the Company's books and records each month, including at year-end, and
    - xi. Coordinating the annual review by an independent public accounting firm
  - b. For Crystal Partners Fund Limited Partnership – all accounting, including:
    - i. Processing accounts payable for payment,
    - ii. Recording expense accruals,
    - iii. Closing Crystal Partners' books and records each month, including at year-end, and
    - iv. Coordinating the annual audit by an independent public accounting firm
  - c. Annual surprise audits of accounts for which employees are trustees, including preparation of confirmations and coordination with an independent public accounting firm
  - d. Annual GIPS performance verification and examination, including monthly confirmation, account-by-account, that actual asset allocations approximate each client's stated investment objective

- e. Payroll and incentive compensation development and processing for all employees, including full time, part time, hourly, and interns,
  - f. Budgeting, including budget-to-actual analysis,
  - g. Cash management,
  - h. Compliance, including:
    - i. Maintenance of all policies and procedures,
    - ii. Timely, accurate, and complete reporting, as required by the Company's Ethics policy,
    - iii. Forensic testing
  - i. Corporate insurance renewals,
  - j. Facilities and premises maintenance, including parking,
  - k. Litigation claim preparation and submission, and
  - l. Proxy voting
2. Assist the Chief Financial Officer in the performance of certain of his Human Resources duties and responsibilities, including:
- a. Employee health care insurance coverage, including renewals, additions and deletions of dependents, changes in elections, and resolution of claim payment issues,
  - b. 401(k) Plan administration, and
  - c. other benefits projects

### **Skills & Knowledge**

- 1. Undergraduate degree in accounting, with a minimum GPA of 3.0 in major, or equivalent experience
- 2. Logical thought process
- 3. Excellent ability to multi-task and prioritize independently
- 4. Excellent organization skills
- 5. Excellent written and verbal communication skills
- 6. Excellent PC, Excel and Windows knowledge
- 7. Strong team orientation and good people skills
- 8. Strong personal work habits; self-starter
- 9. Excellent integrity and character

**Reports to:** Chief Financial Officer

**Last updated:** June 4, 2013