



About the Company

Eton Solutions is a hypergrowth fintech transforming the Family Office segment of the Wealth Management industry. Eton's AtlasFive® is a comprehensive enterprise management platform specifically designed to allow today's modern Family Office meet the unique and varied challenges of Ultra High Net Worth families.

For More details visit: <https://eton-solutions.com/>

POSITION SUMMARY (Key tasks and outcomes):

This role is responsible to ensure that daily activities are completed and delivered on time and with high quality, drive day-to-day activities for their stream in accordance with the plan. This role may manage more junior team members that have been assigned to that stream.

Job Description:

- Record timely and accurately, accounting records as non-trading accruals and posting various journal entries.
- On each month-end, prepare timely and accurate net assets values, yields, distributions, and other fund accounting output for subsequent review.
- Post-month-end period close, performing completeness and authenticity check on each balance sheet item and maintaining various schedules to support Trial Balance numbers
- Identifying exceptions and transactions not passing the pre-defined business rules come under exceptions. These are analyzed and necessary changes made to feed into the global transactions.
- Identify any unverifiable transactions such as dividends, interest payments, cash in, cash out, and custody fees
- Matching of the initiated bill pay with the incoming cash from the custodian, ensuring the correct transaction (payment/receipt) has taken place
- Comparison of book and bank positions - units and market value > 0.5%. Any differences are then reviewed and rectified. This currently does not include Cash and Dryfus
- Checks to ensure all PE Cap calls and PE Distributions are properly booked and if not edit the AGT accordingly
- Reconcile various accounts, or reviewing reconciliations prepared by others, and promptly researching and correcting any variances
- Keeping a record of the currency exposure report by each broker and booking the Fund transfers/wire transfers as per instructions from the client
- Managing reconciliation and true-ups with actual cash charged by brokers
- Continuous interaction with the client on understanding the requirements and ensuring that any issues raised have been addressed promptly
- Reporting of daily overall profit & loss to the client by end of the day, analyzing any huge variances and fluctuations, fixing of any incorrect reporting of profit and loss
- Assist with training and coaching new team members as the group grows, guiding a small team to achieve common goals effectively.

Education Levels/Credentials:

- Should be CA/CFA/CPA.
- Should come with strong team management, client interaction experience.
- Should be okay to travel for short period to the US if needed.

Skills and Abilities and Other Characteristics:

- Enthusiastic team player who enjoys both strategic and hands on work.
- Ability to analyze problems and develop creative solutions to complex product issues.
- Strong interpersonal, communication, and the ability to work effectively with all levels of employees.

Physical Work Environment:

- Office environment