**Andrew Coke**

**156 Cottage Street \* Bridgeport, CT 06605**

**203.345.6375 \* matthewtroy325@aol.com**

**EXPERIENCE**

**GlobeOp Financial Services, Harrison, NY 08/05 – 08/11**

***Hedge Fund Accountant***

* Prepare daily/monthly/quarterly Net Asset Values for multi strategy hedge fund with total assets ranging from $60MM to over $2.1Billion
* Manage and develop a staff of fund accountants
* Review month end packages which include various products such as Equities, Swaps, Options, Futures, MBS, ABS, Forwards, Fixed Income, Corporate actions, dividends, ReOrg, wire transfers and Private Equity
* Review trades, cash and positions reconciliation between brokers and internal records
* Interacts daily with Operations team on reconciliations and trade settlements
* Prepare and analyze shareholder allocation, incentive and management fee calculations
* Process subscriptions, redemptions and ensure accuracy of capital activity, contract notes, investor statements and holdbacks
* Assist staff with resolving open inquiries they may have with client that they are unable to complete
* Reconcile receivables, payables, shareholder records and activity
* Responsible for monitoring the valuation/pricing of client portfolios, managing the daily/monthly fund accounting
* Experience with Master Feeder structure, Fund of Funds and side pockets
* Improve efficiency and effectiveness by developing, enhancing and implementing new procedures, processes and controls in a SAS 70 environment
* Attend monthly/quarterly face to face meeting with clients to discuss issues or enhancements
* Prepare supporting documentation, and provide assistance to external auditors for yearend audits
* Coordinate effort with the investor relations department to release monthly NAV statements to investors
* Establish excellent client relationships and provide high quality service and productivity
* Cover and assist with daily/monthly work flow when staff is out ill or vacation
* Assist overseas counterpart with training on existing clients
* Attend meeting with both existing and potential clients
* Work hand in hand with our overseas counterpart to satisfy our client’s demands
* Assist with launching of New Funds and the liquidation of existing funds
* Manage the due diligence process and preparation of due diligence questionnaires
* Ability to work under pressure and prioritize internal and external client deliverables
* Prepare semi-annual and annual reviews for staff
* Adhere to all policies, procedures and standards set forth by GlobeOp

**UBS Investment Bank, Stamford, CT 10/00 – 08/05**

**Financial Analysis – *Controllers Group – Secondary Loan Trading***

* Prepared Profit and Loss report for Secondary Loan Trading desk
* Provided aging and liquidity reserves report o traders
* Prepared monthly product line balance sheet and position reconciliation
* Actively involved with month end close and prepared monthly memo to head trader
* Verified month end prices, confirmed positions and performed month end reconciliations
* Heavy interaction with traders, fixed income senior management and operations

**Salomon Smith Barney Inc, New York, NY 01/97- 10/00**

**Senior Accountant**

* Responsible for month-end and International specific functions
* Reviewed monthly B/S and P/L flux analysis of international entities
* Responsible for consistent application of firm policy in international locations
* Assisted in the preparations of the annual Audited Financial Statement
* Facilitated and assisted in preparation of balance sheet analytics

**BNY Mortgage Company Inc, Harrison, NY 09/95 – 01/97**

**Staff Accountant**

* Prepared and issued daily financial statement to management
* Obtained and confirmed financial information process daily
* Assisted in the preparation of policies and procedures for Internal Auditing
* Distributed monthly income and expense report to loan production offices

**The Bank of New York, Harrison, NY 02/89 – 09/95**

**Assistant Supervisor/Data Entry**

* Supervised daily operation and workflow
* Prepared employee evaluations and quarterly accomplishment plans
* Processed installment loan instant credit payments

**EDUCATION**

**Iona College, New Rochelle, NY,**

* **Bachelor of Business Administration – Accounting, May 1996**

**COMPUTER SOFTWARE**

* MS Office 2007 and Advent Geneva/Partner

**REFERENCES**

* Available upon request