



**Position:** Team Lead, Alternative Administration

**Legal Entity:** VEAC

**Business Unit(s):** Portfolio Administration

**Location:** New York or Tampa

**Reporting to:** Director, Alternative Administration

**FLSA Status (US Staff only):** Full-Time Exempt

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. The Alternative Administration team focuses on digital asset partnerships and comingled products and works closely with professionals throughout the entire firm including portfolio managers, traders, marketing, IT, PortOps and Tax. This is an excellent opportunity for someone interested in joining a growing team in an ever-evolving business landscape.

**Essential Duties and Responsibilities:**

Includes the following, other duties may be assigned as needed:

- Handle the accounting, tax and operations of our digital asset products as developed, including any registered entities, offshore vehicles and partnership products
- Manage cash flow/ vendor expenses/ budgets and projections for various entities
- Calculate monthly incentive fees and/or GP carry/ waterfalls
- Review relevant digital asset activities (staking, airdrops, forks, onchain, DAOs etc.) and reconcile with monthly fund financial reporting
- Handle auditor requests, facilitate a smooth audit process among internal/ external teams and resolving audit items
- Perform oversight of monthly fund NAV packages
- Handle capital calls and distributions
- Assist in the handling of regulatory filings across a basket of private funds
- Assist in production of various valuation works in the web3 space
- Maintain procedures and perform oversight of partner capital account/NAV calculations, including, among other accounts, accurate expense accruals and expense caps.
- Act as liaison between the custodian, portfolio management, portfolio operations and Fund Administration to resolve problems
- Assist in oversight and management of the subscription and redemption process with limited partners
- Work closely with internal teams and third-party vendors
- Work on any special projects assigned by Management

**Supervisory Responsibilities**

This job currently has no direct supervisory responsibilities but will serve in a team lead capacity.

**Qualifications**

- Accounting, tax and operational experience - digital assets experience is a plus
- Working knowledge of various waterfall models

- Working knowledge of private equity/ VC fund operations, accounting and taxation with custodians/administrators
- Possess presence to interact with service providers, clients, consultants and senior management
- Comfortable working with new product ideas and developing corresponding processes and procedures
- Strong experience with private fund structures and calculation of incentive fees and carry
- Big 4 audit firm experience a strong plus
- Strong understanding of GAAP standards

### **Education and/or Experience**

- Qualified candidate should possess a minimum of six years relevant industry experience with significant experience with investment partnership products
- College degree with a preferred concentration in accounting

### **General Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of hands-on problem solving, detailed
- Ability to analyze data, think critically
- History of multitasking
- History of successfully working in teams
- Ability to work independently and take a task to completion
- Understanding how to prioritize projects and when to escalate issues

### **Language and Communication Skills**

- Strong communication skills, sharing important information with other departments
- Candidate needs to work with peers, portfolio managers and third-party representatives

### **Compensation:**

- If this position will be performed in whole or in part in New York City, the base salary range is \$125,000 to \$160,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.