



Position: Manager – Regulatory Reporting

Legal Entity: VEAC

Location: Tampa, FL or New York, NY

Department: Portfolio Administration

Reporting to: AVP, Assistant Treasurer

FLSA Status: Full-Time Exempt

Summary: The position leads the Regulatory Reporting Department and is responsible for overseeing the production and review of financial statements, regulatory filings, and internal controls related to mutual funds and ETFs. Key duties include managing financial reporting workflows, liaising with auditors, reviewing GAAP-compliant reports, and ensuring timely SEC filings. The role also involves developing accounting policies, implementing process improvements, training staff, and monitoring service provider performance.

Responsibilities:

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

- Work Product
 - Oversee the production and workflow of financial statements and regulatory reporting process including monitoring internal production and external deliverables.
 - Review annual and semiannual financial statements (including tailored shareholder reports) and ensure consistent with GAAP. Also review annual prospectus and SAI updates, as well as other SEC filings (ie. N-CEN, N-CSR, N-PORT, N-PX and 24f-2).
 - Review and monitor internal control structures of service providers including review of SOC 1 reports and periodic audits of vendors
 - Improve the quality of work product review by implementing exception-based proofs
 - Oversee the expense accrual, budgeting and payment process
 - Oversee and review the preparation of quarterly board reports
 - Main liaison for external audits
- Team
 - Responsible for growing organizational capabilities through implementing technological and operational changes
 - Develop, document and maintain accounting and operational policies and procedures that pertain to the team.
 - Develop and monitor training programs for the Regulatory Reporting staff
- Other
 - Monitor for and evaluate new accounting pronouncements implementing changes to processes or disclosures.
 - Push for service providers improvements proactively gauging performance metrics

Supervisory Responsibilities:

This position has supervisory duties for the entire Regulatory Reporting Department.

Qualifications:

- Solid understanding of generally accepted accounting principles (“GAAP”), procedures and business processes of Mutual Funds and ETF products
- History of successful multitasking and working in teams

- Ability to work independently and take a task to completion
- Understanding how to prioritize projects and when to escalate issues
- Demonstrated ability to supervise/manage people
- Ability to travel up to one week per month, as needed, with in-office presence in either our Tampa or New York office

Education and Experience:

- BS in Accounting, CPA preferred
- 10+ years experience preferred in the investment management industry with a focus on fund accounting, administration or investment company audits
- Experience with 33 Act and Partnerships structures a plus.

Core Competencies:

- Track record of hands-on problem solving
- Ability to analyze data
- History of successful multitasking
- Strong communication skills
- 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
- 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 \$155,000 to 170,000. 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.

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