

Gerald F. Croke

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EXPERIENCE

JPMorgan Chase

Officer, Hedge Fund Accounting Mgr

Boston, MA

October 2011- Present

- Review fund NAVs, P&L share class allocations and communicate the status of each fund to internal and external parties throughout the NAV process to ensure highest level of client service and timeliness
- Create, maintain and update procedures as needed, and ensure staff is properly trained and in full compliance to company policy as to mitigate fiduciary and reputational risk to the bank
- Interview, hire and coordinate the training and developing of staff including objective setting, performance reviews and provide ongoing and regular feedback
- Provide direction and be a mentor for newer employees and lead through example and act as a global resource for staff in Bangalore and Manila for those tasks recently moved offshore

State Street Corporation

IFS NAV Officer

Boston, MA

March 2008- September 2011

- Supervise and delegate the daily accounting operations and processes of five Fund Accountants and Associates across two complex Goldman Sachs fixed income hedge funds
- Assess operational effectiveness and implement the streamlining of functions as required
- Assist management in the execution of new policies, procedures and guidelines prior to, throughout and in the wake of the IBT/State Street/IFS conversion process
- Review IFS system requirements of my team and of our client and work with iGLS development teams to ensure a seamless system and procedural migration
- Work in conjunction with our conversion teams in Boston, New York and Ireland throughout the transition onto a new daily IFS platform

State Street Corporation

Senior Associate

Boston, MA

July 2007- March 2008

- Managed workflow efficiencies to meet client deliverables and to ensure timely and precise calculation of Net Asset Values of four apportioned hedge funds with two funds upwards of \$2 billion in net assets.
- Oversaw the daily operations of six fund accountants and responsible for their performance reviews
- Played integral role in monthly and year end internal and external audits
- Successfully completed special projects as requested by clients and management
- Worked closely with client asset management team during the monthly portfolio pricing analysis

Investors Bank & Trust

Fund Accounting Manager

Boston, MA

September 2006- July 2007

- Confirmed that each funds' holdings and portfolio activity are accurate in order to deliver precise Net Asset Value of each hedge fund to the client for their authorization
- Enforced my teams' adherence to company policies and procedures. Provided training and guidance to all new staff members.
- Analyzed and reviewed trades and accounting transactions on four complex multi-strategy fixed income hedge funds composed of emerging market, corporate and government debt instruments, various derivative products, foreign exchange forwards, repurchase agreements and various option types.

Investors Bank & Trust

Fund Accountant/Senior Fund Accountant

Boston, MA

September 2004- September 2006

- Organized and dispersed daily trade investments, cash movements, wire transfers and corporate actions received from clients for four large complex hedge funds
- Verified and processed various statements presented by the client and counterparties of assigned global fixed income hedge funds
- Examined and validated manual and automated accounting system entries to ensure accurate general ledger balances across the four funds. Performed reconnaissance and reconciliation for cash and position discrepancies with client.

EDUCATION

Boston College

Bachelor of Arts and Science Degree in Sociology

Chestnut Hill, MA

May 2004

SKILLS

Strong organizational skills, Global Communication skills, proficient with Microsoft Word, Excel, Windows, Outlook, PowerPoint, Macromedia, Internet Explorer, Bloomberg, Reuters, DTC, Euroclear, DACE, FACTS, Repo and Derivative Processing Applications