

JOB TITLE: ACCOUNT ASSOCIATE

Reports to: Director/Manager/Senior Accountant

Job Summary:

This position provides day-to-day accounting for Private Equity and Venture Capital fund clients. Responsibilities consist primarily of recording daily accounting activities across multiple funds. This position will require regular interaction with clients and team members.

Essential Duties and Responsibilities:

1. Daily maintenance of client accounting records. This includes journal entries related to investments, capital calls, line of credit activity, distributions, expenses and accruals.
2. Preparation and/or review of cash reporting.
3. Preparation of payments via wire/check.
4. Monthly or quarterly client report preparation, including completion of bank account reconciliations.
5. Tracking and reporting of capital calls and distributions.
6. Assistance with the preparation of financial statements and related workpapers.
7. Telephone and e-mail contact with client, client's staff and managers.
8. Completion of special projects at direction of client and/or management.

Qualifications/Requirements:

1. Minimum of a four-year degree in accounting/finance or related field, or a two-year degree with a minimum of three years experience in an accounting related field.
2. Knowledge of general ledger accounting and bank account reconciliation procedures.
3. Microsoft Excel experience preferred.
4. Strong oral and written communication skills.
5. Strong organizational skills with excellent attention to detail.
6. Ability to work in a fast-paced environment and handle multiple priorities and deadlines.
7. Team player