ABC has over $1.5 billion in assets under management and invests globally across venture, growth, credit and infrastructure with has a team of more than 45 professionals.

ABC is seeking an **Assistant Controller** to join our Finance Team.

Job Responsibilities

* Review portfolio company financial reporting and prepare monitoring reports.
* Assist with determining quarterly portfolio company valuations in accordance with ASC-820.
* Review bank reconciliations.
* Track incoming invoices and review payments.
* Review and maintain general ledgers for management entities.
* Prepare and review capital call and distribution notices to investors.
* Prepare and review quarterly fund financial statements.
* Review and maintain quarterly/monthly excel workbooks.
* Maintain fund waterfall models.
* Prepare and review Net and Gross IRR calculations.
* Assist in the coordination of the audit and tax work throughout the year.
* Ad hoc analysis and reports as needed.

The ideal candidate will have:

* BA in accounting with exceptional academic performance
* 3-5 years of experience in an accounting role, with 2-3 years of experience in PE/VC accounting or audit with a PE/VC focus.
* Cross-functional experience with driving progress by working closely across internal teams
* High IQ, EQ and ethical standards
* Self-starter who can operate well in a flexible role, with experience identifying and resolving gaps in a growing business
* Strong program management and business operations skillset
* A drive to fit well in a very special, dynamic and collaborative culture