

## Senior Associate – Private Equity and Hedge Fund Accounting (Hybrid)

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Company: IQEQ

Location: Argentina

Category: other-general

### Job Description

#### Responsibilities

***Hybrid Schedule - 3 days/week in office in Newark, NJ***

Calculation of management fees and incentive allocation

Expense tracking and approvals

Provide operational support for clients

Fund and management company financial statement preparation/review

Accounting principles and issues research, as needed

Assist in evaluating current financial and accounting process for new clients, propose improvements and help coordinate implementation efforts

Service provider recommendations and vetting

Lead client execution and act as main point of contact on accounts

Attend and lead meetings for client engagements

Arrange, coordinate and participate in weekly, monthly or as needed conference calls with NY office and clients

Assist in the opening of brokerage and bank accounts

Review of service provider contracts and fund documents

Advise clients on various issues as they arise

Develop and oversee staff in delivery of services

Work with clients to deliver outsourced CFO and related services to Hedge Funds and Private Equity Funds

Participate in special projects

Develop budgets

Financial Statement review

Establish accounting practices

Accounting principles and issues research

Create financial models and provide ad-hoc financial analysis

Review of service provider contracts and formation documents

Evaluate current financial and accounting processes for clients, propose improvements and help coordinate implementation efforts

## **Qualifications**

**Successful candidates will have many, if not all, of the attributes below:**

3+ years of experience in the alternative Investment Management industry (Hedge Fund, Private Equity, Venture Capital, Real Estate)

Bachelor's Degree in Accounting

CPA

Public Accounting background

Administration experience a plus

Superior management skills

Attention to detail and ability to multi-task

Hard-working, self-starter, dedicated, punctual and personable

Excellent organizational skills

Excellent interpersonal, oral and written communication skills

Strong accounting and analytical skills

Strong computer skills: Microsoft Office Suite and QuickBooks

Passionate about working in a dynamic entrepreneurial environment

In depth understanding of investment management and alternative products

Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems — quickly and competently

### **Additional information**

All your information will be kept confidential according to EEO guidelines.

Salary based on experience and location (\$65,-\$,) and full benefit package offered.

Hybrid Schedule - 3 days/week in office in Newark, NJ

### **Company description**

IQEQ is a preeminent service provider to the alternative asset industry. IQEQ works with managers in multiple capacities ranging from hedge fund, private equity fund, and mutual fund launches; private equity fund administration; advisory firm set-up, regulatory registration and infrastructure design; ongoing regulatory compliance (SEC, CFTC, and 40 Act); financial controls and operational support services; compliance and operational related projects and reviews; and outsourced CFO/controller and administration services to private equity fund investments – portfolio companies, real estate assets and energy assets. Our client base is growing, and our existing clients are engaging the firm across the spectrum of our services offerings.

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