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# Example of Private Equity Accounting Job Description

Our company is growing rapidly and is looking to fill the role of private equity accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for private equity accounting

* Be technically competent regarding complex, extensive, high profile transactions surrounding all PE Fund activity capital calls, distributions, management fees’ investment purchases, divestments, carried interest calculations, ensuring they are executed according to the LPA and standard accounting policies and procedures
* Implementation of fund structures on accounting systems
* Track cash receipts for portfolio company interest payments
* Assist in the preparation of templates, which will be included in quarterly filing and / or press release
* Maintain and update daily cash balances for fund of fund vehicles
* Assist with the co-ordination and documentation of quarterly valuation changes of fund investments
* Participate in and generate documentation of quarterly closing process and procedures
* Assist in compilation of quarterly financial statements for our funds
* Assist with the audit of our funds including working with our external auditors, fund administrators and other internal resources as necessary
* Generate reports and data requests out of our proprietary fund reporting system

## Qualifications for private equity accounting

* CPA or CA or 4 parts
* Establish and maintain client relationships as the primary contact for the Finance Department, ensuring a superior level of client service
* Maintain a working knowledge of assigned fund of fund portfolios and the investments within these portfolios
* Respond to client and fund investor questions and interact with Relationship Managers to ensure that the required level of client service is being provided
* Assist in the preparation of regulatory and tax filings
* Proficiency in Excel, Data Entry, and Basic Statistics