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# Example of Private Equity Accounting Job Description

Our company is growing rapidly and is looking for a private equity accounting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for private equity accounting

* Oversee portfolio valuation
* Coordinate month-end closing process
* Reconcile internal documentation to administrator workpapers
* Coordinate and oversee process between administrators and auditors for year-end audit and tax work
* Assist with year-end tax-work and interim tax estimates for PE and HF
* Monitor payment and reset notices from loan admin agents
* Reconcile / match cash inflows to administrator notices
* Analyze investment documents and properly set up investment structures
* You will calculate quarterly management fees, investigate and resolve client queries and by the liaison point for intermediaries including external lawyers and accountants
* You will coordinate and implement the year end audit process and any related queries around this process

## Qualifications for private equity accounting

* Knowledge of data mining techniques and database management required
* 2+ years work experience in similar industry and position
* Possess attitude necessary to succeed in team oriented environment
* Must be able to handle multiple assignments and meet deadlines
* Knowledge of VPM
* 3+ years experience out of a Private Equity Fund or Administrator