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# Example of Private Equity Accounting Job Description

Our company is looking to fill the role of private equity accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for private equity accounting

* Your client relationship skills are of the utmost importance and a key deliverable is to maintain and continually develop these relationships within your own portfolio either by phone, email or in face to face client meetings
* Write text)
* Preparing quarterly and annual Fund financial statements
* Preparing capital call and distribution calculations
* Maintaining detailed capital account balances for partners
* Preparing wires, to be sent to Treasury, for Investment Funding to ensure funds flow through the structure correctly
* Recording daily and monthly activity in Investran
* Assisting in tracking investment cost and monitoring the fair value of the investments
* Preparation of support analyses for partnership activities to external auditors for year-end audits and partnership tax returns
* Assisting in maintaining Investment Track Record

## Qualifications for private equity accounting

* 2-5 years of investor relations experience in financial services OR
* Tracking of cash receipts for portfolio company interest payments
* Preparation of templates, which will be included in Blackstone’s quarterly filing and / or press release
* Strong leadership and change management attributes
* Your strong analytical and organizational skills the ability to problem solve allows you to work independently in teams
* You have excellent written and verbal communication skills that create and maintain strong, constructive relationships with business partners