Downloaded from <https://www.velvetjobs.com/job-descriptions/private-equity-accounting>

# Example of Private Equity Accounting Job Description

Our growing company is looking for a private equity accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for private equity accounting

* Utilize all department systems as required to complete & monitor daily and periodic functions including, but not limited to
* Reviewing and preparing quarterly and annual financial statements and partner capital recording packages, including all supporting work papers and disclosure documents
* Responsibility for ensuring that the financial statements or NAVs where relevant are prepared according to agreed standard and client specific procedures and timetables
* Responsibility for the set up and review of Fund Nav calculations including waterfall/carried interest calculations
* Responsibility for ensuring that the necessary controls are in place and adhered to in order to provide complete, accurate and timely fund administration services to our clients
* Assisting the financial Statements team with the preparation of annual financials and managing the audit process
* Involvement in the review and development of Procedures Manuals and operating frameworks
* Involvement in the review of prospective client documentation and assistance in the review of prospect profile documents
* Assistance with launching of new funds
* Responsibility for serving as a primary contact point for the client including overall responsibility for dealing with both client and custodian (where applicable) in respect of any queries

## Qualifications for private equity accounting

* You have high proficiency in MS Excel
* Ability to work on multiple projects concurrently and meet tight deadlines
* Experience Recording Acquisitions of Fixed Assets and Dispositions
* Calculating the Depreciation Amount of all Fixed Assets
* VC or PE Experience Required
* A qualified\part qualified accountant with proven experience in acccounting with exposure to US/Lux/UK GAAP and IFRS