



Example of Private Equity Accounting Job Description

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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

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- 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 accounting with exposure to US/Lux/UK GAAP and IFRS