

Private Equity Fund Accounting Associate

Company Description:

HQ Capital is a leading independent alternative investment manager with currently US\$11.6 billion in assets under management in private equity and real estate. HQ Capital's core objective is to develop and deliver solutions in private equity and real estate that meet client specific investment requirements.

In both asset classes, HQ Capital seeks to leverage its global network, investment experience and the business relationships of our local teams on the ground. With professional teams based in Europe, North America and Asia, we seek to be our clients' advisor of choice in the markets where we operate.

POSITION DESCRIPTION

The Associate position is responsible for providing accounting information including preparation, processing and reviewing of transactions and financial reports to limited partners, financial reporting and deal teams.

- Records the journal entries for management fees, investments, accruals, other expense/income, valuation adjustments and bank reconciliations.
- Provides accounting and financial reporting on complex fund transactions.
- Calculates and reviews capital transactions, management fees and accruals.
- Prepares and reviews journal entries for management fees, investments, accruals, other expense/income, valuation adjustments and bank reconciliations.
- Determines proper allocation of portfolio and income transactions.
- Maintains and reviews partner capital accounts.
- Prepares accounting work papers and financial statements, including footnotes and supporting schedules.
- Working with deal teams to understand deal structures and assist with execution activities relating to acquisition and disposition transactions.
- Special projects as needed.

QUALIFICATIONS

- Bachelor's Degree in Accounting.
- Outstanding organizational and computer skills.
- Attention to details, proven ability to multi-task and prioritize.
- Positive attitude and have the ability to work in a team environment.
- 3-5 years of private equity based accounting experience directly at a private equity fund, fund of funds or public accounting experience.
- Must have a strong background in accounting and a sound understanding of accounting rules.
- Solid written and verbal communications skills.
- Investran experience preferred.