

Fund Controller

Position Overview:

The Fund Controller at Standish works with other team members to lead the financial reporting and administration operations of our clients. In conjunction with the Engagement Manager, the Fund Controller is responsible for fund accounting, capital account maintenance and financial statement preparation for clients.

Essential Functions:

- Supervision of the audit and tax preparation process
- Assisting with the preparation of information and data for Capital Calls, Distributions and Allocations to investors
- Detailed management and tracking of portfolio company financings
- Cash flow management and forecasting
- Assisting with the Quarterly Reporting to the Limited Partners
- Maintenance of investor information in third party software systems
- Some local travel to Client sites as needed

Minimum Requirements:

- Bachelor's Degree required (Finance/Accounting/Economics concentration preferred)
- Minimum 2-3 years of public accounting experience or equivalent
- CPA required
- Previous Private Equity/VC experience and knowledge of Partnership Accounting
- Proficiency in Microsoft Office applications, particularly Excel, Word & Outlook
- Familiarity with QuickBooks preferred

Skills/Abilities:

- Attention to detail
- Strong written and verbal communication
- Able to multi- task
- Ability to work in a team and individually
- Strong organizational skills and work ethic