

# AEW Career Opportunity

## **AEW Real Estate Securities Securities Accountant**

**Location: Boston office**

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### **Responsibilities**

- Works closely with the back-office staff in the review and analysis of portfolio financial information.
- Prepares portfolio financial reports for numerous domestic and global clients.
- Compiles and maintains investment database information, including maintenance of security system and reviewing trading activity on a daily basis.
- Records monthly journal entries, and works with brokers and custodians to assist in settlement of trades.
- Works with the client service team in the preparation of Quarterly financial reports, Client Presentations and Proposals and SEC required reporting.
- On a monthly basis, reviews and reconciles accounting to custodian statements and reports performance.
- Provides portfolio-level accounting support to the Director and Vice President of Operations and Portfolio Manager as required.

### **Skills/Experience Required**

- BS/BA in accounting or finance required.
- 2-3 years of security accounting or similar experience essential.
- Experience with Global operations and Foreign Exchanges are important.
- Knowledge of SEC reporting requirements and excellent Excel spreadsheet software skills required.
- Strong organizational and communication skills are also required.
- Knowledge of Advent Portfolio Exchange or Advent Moxy a plus.

To apply for this position please e-mail your resume to [Jobs@awc.com](mailto:Jobs@awc.com)

AEW Capital Management is an equal opportunity employer.