

AEW CAREER OPPORTUNITY

Fund Operations Specialist

Private Equity Reporting

LOCATION: BOSTON

Main Purpose of the Role

The Fund Operations Specialist will assist the Director of Fund Operations in new product project planning, operational structuring and implementation. Additionally, the Operations Specialist will be responsible assisting the Director of Fund Operations in monitoring the consistency of the financial, performance and enterprise related data completed by the AEW Private Equity - North America and Asia platforms are in accordance with AEW Policies and Procedures. This role will assist the Fund Operations Teams in firm-wide initiatives across the entire private equity platform.

Responsibilities

- Assist the Director of Fund Operations in creating, maintaining, and shepherding new product project plans and timetables through product implementation. Assist in the coordination of AEW Private Equity platform product stakeholders and third-party vendors through implementation of new products.
- Lead/participate regularly in discussions and training with the AEW Private Equity platform teams to ensure reporting and operational standards are being met and are consistent with the needs of the AEW private equity platform.
- Actively lead/participate in establishment and/or enhancement of AEW Policies and Procedures for the entire private equity platform, as well as related technology and other firm-wide initiatives.
- Build and foster strong relationships with Fund Operations North American and Asia, Asset Management, Portfolio Management, Acquisitions, Investor Relations and Legal & Compliance, as well as primary third-party vendors.

Skills/Experience Required

- Bachelor's and/or Master's Degree in Accounting
- Minimum of 10 years public accounting and/or private equity preferred
- Excellent knowledge of accounting fundamentals
- Critical thinking and financial analysis skills
- Strong attention to detail
- Excellent oral and written communication skills
- Excellent organization and time management skills with proven ability to multi-task
- Ability to work effectively and cooperatively as a team member

AEW Capital Management is an equal opportunity employer.



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- Ability to identify complex problems and provide/implement solutions
- Experience with Yardi Voyager & CPA preferred

To apply for this position please e-mail your resume to Jobs@aw.com