

AUM Performance & Reporting Senior Associate

Corporate Operations

LOCATION: BOSTON

Main Purpose of the Role

The Performance & Reporting Senior Associate plays a critical role in supporting firm-wide reporting initiatives. This position is responsible for ensuring the accuracy, integrity, and timeliness of financial and operational data used in internal and external reporting. The role requires strong analytical capabilities, attention to detail, and the ability to collaborate cross-functionally across multiple departments and regions.

Responsibilities

Quarter-End Close & AUM Reporting

- Lead and coordinate the quarterly close process for AUM reporting, ensuring deadlines are met and outputs are accurate and complete.
- Prepare and review AUM estimates for corporate accounting purposes, identifying and explaining key drivers and variances.
- Compile, validate, and submit data to external benchmark providers and industry indices, ensuring compliance with reporting standards.
- Assist in collecting, understanding, and presenting firm-wide AUM data for various internal and external stakeholders.

Performance Analysis & Reporting

- Support the preparation and delivery of performance reporting across various asset classes, including Private Equity.
- Conduct in-depth financial and operational analysis to identify trends, anomalies, and key performance drivers.

Compliance & Audit Support

- Partner closely with the Legal & Compliance team to ensure all regulatory and compliance-related reporting requirements are fulfilled accurately and on time.
- Support external audit processes, including custody audits and performance audits, by preparing documentation, responding to inquiries, and coordinating data requests.
- Ensure adherence to internal controls, policies, and industry best practices in all reporting activities.

AEW CAREER OPPORTUNITY

Data Management & Governance

- Collaborate with the Data Governance team to ensure consistency, accuracy, and proper definition of key data elements used in AUM and performance reporting.
- Identify and resolve data discrepancies, working with upstream data providers and system owners.
- Contribute to ongoing efforts to improve data quality, transparency, and reporting efficiency.

Systems & Process Improvement

- Work closely with IT and systems teams to test, validate, and implement enhancements to reporting tools and platforms.
- Participate in system upgrades, automation initiatives, and process improvement projects aimed at increasing efficiency and reducing manual effort.
- Develop proficiency in internal systems and databases to efficiently respond to ad hoc information requests.

Training & Collaboration

- Support training initiatives related to reporting systems, tools, and processes for team members and cross-functional partners.
- Serve as a point of contact for reporting-related inquiries, fostering strong working relationships across departments and regions.

Skills/Experience Required

- Bachelor's degree in accounting, finance, or a related field
- 3–5 years of relevant experience in accounting, finance, or financial reporting
- Strong understanding of accounting principles and financial reporting concepts
- Advanced analytical and problem-solving skills, with the ability to interpret complex financial data
- High proficiency in Microsoft Excel (e.g., pivot tables, lookups, data analysis functions); experience with financial systems and reporting tools is a plus
- Exceptional attention to detail and commitment to data accuracy
- Excellent organizational and time management skills, with the ability to manage multiple priorities and meet deadlines
- Proactive mindset with a willingness to take ownership of tasks and drive continuous improvement



AEW CAREER OPPORTUNITY

Please Note:

We encourage candidates to use AI thoughtfully - as a tool to refine their work, not replace their voice - and we use AI responsibly in our hiring process to support fair, human-led decisions.

AEW is unable to consider candidates for employment who currently need, or will need, sponsorship to be employed in the United States.

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$90-125K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs