

# Fund Operations Assistant Controller

## Private Equity Reporting Team

**LOCATION: BOSTON**

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### **Main Purpose of the Role**

The Fund Operations Assistant Controller is responsible for the accounting, financial and performance reporting completed for the fund series and separate accounts in accordance with AEW Policies and Procedures. Additionally, assisting the Fund Operations Controller with their day-to-day responsibilities, which include the establishment and/or enhancement of AEW Policies and Procedures and firm-wide initiatives for the entire private equity platform.

### **Responsibilities**

- Review work completed by the Finance Team to ensure the accounting, financial and performance reporting completed for fund series and separate accounts are completed in accordance with their reporting needs
- Participate regularly in discussions with the Finance Team to ensure reporting needs for fund series and separate accounts are met
- Actively manage the reporting for fund series and separate accounts
- Assist with the preparation of investor and consultant inquiries
- Assist with the onboarding of new clients, which includes coordinating with Legal & Compliance, Investor Relations, and Portfolio Management
- Preparation of client capital call and distribution notices, quarterly investors statements and other requests
- Preparation and/or review of quarterly reports, annual business plans, annual audit/tax reporting, etc.
- Participate in acquisition/disposition/finance with a focus on preparing/reviewing due diligence analyses, closing statement and relevant transaction entry
- Build and foster strong relationships with Finance, Portfolio Management, Asset Management, and Acquisitions, as well as Investors, Joint Venture Partners and Audit/Tax
- 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
- Participate in or lead Fund Operations group projects
- Mentoring, training, and development of the Finance Associates

### **Skills/Experience Required**

- BS or MS in Accounting
- Minimum of 1 to 2 year of public accounting, plus 4 to 5 years of private equity preferred
- CPA preferred
- Excellent knowledge of accounting fundamentals
- Excellent critical thinking and financial analysis skills

**AEW CAREER OPPORTUNITY**

- Excellent computer skills including MS Excel
- Excellent 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
- Ability to take direction and complete assigned work independently
- Ability to work under deadlines in a fast-paced environment
- Ability to identify complex problems and provide/implement solutions
- Experience with Yardi Voyager not required but a plus

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