

## Private Equity Reporting - Performance & Reporting Associate

---

**Job Title:** Performance & Reporting Associate

**Department:** Private Equity Assets Under Management Team

**Position Reports to:** Performance & Reporting Manager

**Direct Reports:** None

**Interacts more often with:** Finance Controllers, Finance Assistant Controllers, Finance Associates, Fund Operations Controllers, Fund Operations Assistant Controllers, Asset Managers, Legal & Compliance, Auditors

**Main Purpose of the Role:**

Assists in all AEW Assets Under Management ("AUM") reporting, as well as various Private Equity performance and reporting analyses.

**Key Responsibilities**

- Assist with various quarter-end close processes, which include but are not limited to:
  - Prepare and analyze estimates for corporate accounting.
  - Prepare, analyze and submit data submissions to various indices.
  - Prepare firm-wide AUM reporting.
  - Prepare compliance related reporting ensuring that the information is complete and accurate.
  - Confirm transaction reports (i.e. acquisition, disposition, financings, etc.) are complete and accurate.
  - Prepare, maintain and/or analyze various other firm-wide schedules and analysis.
- Assist with various performance reporting and analyses.
- Assist with the external audits (i.e. custody, performance, etc.).
- Assist in collecting, understanding, and presenting data for various client materials.
- Assist with the set-up process for AEW systems, including the private equity platform's general ledger system, Yardi.
- Manage the Form 1099 annual reporting process.
- Become proficient working with internal systems to complete adhoc information requests.
- Provide support to the data governance team ensuring that data is clearly defined and accurate in reporting produced by the AUM team.

**Skills & Competencies**

- Bachelor's degree in Accounting or Finance
- 2 to 4 years accounting or finance experience preferred
- Proficient knowledge of accounting fundamentals
- Proficient financial analysis skills
- Strong computer skills including Excel
- Attention to detail
- Strong oral and written communication skills
- Strong organizational skills
- Ability to work effectively and cooperatively as a team member
- Ability to take direction and complete assigned work independently