

AEW CAREER OPPORTUNITY

Fund Operations Controller

Private Equity Reporting Team

LOCATION: BOSTON

Main Purpose of the Role

Manage two (2) Fund Operations Assistant Controllers. The Fund Operations Controller will be responsible for the accounting, financial and performance reporting completed for a fund series or separate accounts, in accordance with AEW Policies and Procedures. Additionally, assists the Head of Reporting and Director of Fund Operations with the day-to-day responsibilities, which includes the establishment and/or enhancement of AEW Policies and Procedures and firm-wide initiatives for the entire Private Equity platform.

Responsibilities

- Manage the financial reporting (i.e. quarterly/annual reporting, annual business plans, transactions, cash management, client/investor statement, client/investor specific reporting, etc.) for the fund series or separate accounts, as well as understanding structuring, tax, accounting, performance, etc. of the account and its investments
- Lead and supervise at least two (2) Fund Operations Assistant Controllers ensuring the accounting, and financial and performance reporting completed for a fund series or separate accounts are completed in accordance with AEW's Policies and Procedures
- Work collaboratively with the aligned Finance team to ensure reporting needs are met for the fund series or separate accounts
- Participate in regular discussions with Portfolio Manager and if applicable, Head of Reporting and Director of Fund Operations, about financial and performance results, cash management, internal and external reporting needs, etc.
- Establish and/or enhance of AEW Policies and Procedures for the entire private equity platform, as well as related technology and other firm-wide initiatives
- Lead and/or participate in Reporting team group projects
- Mentoring, training, and development of members of the Finance and Fund Operations teams
- Build and foster strong relationships with Finance, Portfolio Managers, Asset Managers, Acquisitions, Investor Relations, and Legal & Compliance, as well as Investors, Property Managers, Joint Venture Partners and Third-Party Audit/Tax.

Skills/Experience Required

- BS or MS in Accounting
- Minimum of 2 to 3 year of public accounting, plus 10+ years of real estate and/or private equity preferred
- CPA preferred
- Excellent knowledge of accounting fundamentals
- Excellent critical thinking and financial analysis skills
- Excellent computer skills including MS Excel
- Excellent attention to detail

AEW Capital Management is an equal opportunity employer.

AEW CAREER OPPORTUNITY

- Excellent oral and written communication skills
- 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