

AEW CAREER OPPORTUNITY

Senior Fund Operations Analyst

Private Equity Reporting Team

LOCATION: BOSTON

Main Purpose of the Role

Responsible for providing reporting and analysis support to the Portfolio Management and Fund Operations Team, as well as quarterly reporting to investors.

Responsibilities

- Review work completed by the Finance Team to ensure the accounting, financial and performance reporting completed for fund series are completed in accordance with their reporting needs.
- Participate regularly in discussions with the Finance Team to ensure reporting needs for fund series are met
- Prepare and analyze monthly and quarterly analysis for the Portfolio Management and Fund Operations team
- Assist in the preparation and/or review of fund quarterly reports, annual business plans, annual audit/tax reporting
- Assist with the preparation and/or review of investor and consultant inquiries
- Participate in the acquisition/disposition/financing of properties with a focus on preparing due diligence analyses and closing statements
- Build and foster strong relationships with Finance, Portfolio Management, Asset Management, and Acquisitions, as well as joint venture partners and audit/tax

Skills/Experience Required

- Bachelors and/or Master's Degree in Accounting
- Solid knowledge of accounting fundamentals
- Solid financial analysis skills
- Strong in computer skills including Excel
- Strong attention to detail
- Solid 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
- CPA preferred
- 4+ years of experience; Real estate industry experience a plus, but not necessary



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