Finance Associate

Job Title: Finance Associate

Department: Private Equity Finance Team

Position Reports to: Finance Assistant Controller, Senior Finance Associate

Direct Reports*:* None

Interacts more often with: Finance Assistant Controller, Asset Management, Third Party Property Managers, Third Party Audit/Tax

Main Purpose of the Role:
Responsible for the accounting, financial and performance reporting for a portfolio of investments across all product types in accordance with AEW Policies and Procedures.

Key Responsibilities

- Collaborates regularly with third party property managers to ensure that monthly property financials are accurately prepared
- Prepare monthly journal entries, in AEW's accounting system, relating to tax/fair value accounting and investment level accounting method (i.e. wholly-owned, noncontrolling interest, equity method, etc.)
- Participate in discussions with Asset Manager/Property Manager about property operations, leasing, financial results, etc.
- Validate investment and property level performance returns
- Contributes to quarterly investment updates and debt compliance.
- Assist, as needed, with fund quarterly reports, annual business plans, annual audit/tax reporting
- Participate in the property and investment annual budgeting and reforecasting process with Asset Management

Skills & Competencies

- Bachelors and/or Master's Degree in Accounting
- 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
- Ability to work under deadlines in a fast paced environment
- CPA preferred
- Minimum of 1 to 2 year of public accounting experience preferred