

Senior Finance Associate

Job Title: Senior Finance Associate

Department: Private Equity Finance Team

Position Reports to: Finance Assistant Controller, Finance Controller

Direct Reports: Finance Associate

Interacts more often with: Finance Associate, 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, as well as fund level accounting, in accordance with AEW Policies and Procedures. Additionally, assisting the Finance Assistant Controller with their day-to-day responsibilities, which includes being a mentor to and reviewing the work completed by the Finance Associates.

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 and identifies reporting concerns with Asset Manager/Property Manager about property operations, leasing, financial results, etc.
- Validate investment and property level performance returns
- Contributes independently to quarterly investment updates and debt compliance.
- Assist, as needed, with fund quarterly reports, annual business plans, annual audit/tax reporting
- Actively participate in acquisition/disposition with a focus on preparing due diligence analyses, income/expense proration, closing statements and relevant transaction entry.
- Participate in the property and investment annual budgeting and reforecasting process with Asset Management
- Prepare fund level accounting, as well as assisting with the preparation of fund financial statements, annual business plans, audits, etc.
- Review work completed by Finance Associates

Skills & Competencies

- Bachelors and/or Master's Degree in Accounting
- Strong knowledge of accounting fundamentals
- Strong financial analysis skills
- Strong computer skills including Excel
- Strong attention to detail
- 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
- CPA preferred
- Minimum of 1 to 2 year of public accounting, plus 2 to 4 year of private equity experience preferred