



Senior Accountant

Company background:

PEF Services LLC is a growing financial services firm located in West Orange, NJ, providing financial and accounting services to private capital investment funds. We are the leading fund administrator for small to mid-size private capital funds, providing high-quality, cost effective administrative solutions to over 100 funds.

Position Overview:

PEF is seeking a Senior Accountant with 3-5 years of experience. The candidate will manage multiple client deliverables ensuring superior client service. These deliverables will include fund administration services provided to private capital funds.

Responsibilities include:

- Review bookkeeping and accounting records
- Review support schedules for books and records (accruals, prepaid expenses, etc.)
- Prepare and/or review financial statements and support schedules (GAAP & other basis)
- Prepare and/or review SBA compliance reporting, including SBA Form 468
- Prepare capital call & distribution calculations and prepare and distribute letters
- Investor reporting
- Daily client interaction
- Reporting to multiple managers
- Internal responsibilities (filing, status reports, time tracking, etc.)

Qualifications:

- BS Degree in Accounting-CPA or CPA candidate preferred
- Experience in portfolio/investment and partnership accounting preferred
- Working knowledge of US GAAP
- Advanced Excel skills (VLOOKUP, SUMIF, IF/THEN, XIRR, SUBTOTAL, ROUND, named ranges)
- QuickBooks experience preferred
- Investran experience preferred
- Able to multi task and perform tasks under strict deadlines
- Professional verbal and written communication skills
- Attention to detail
- Strong organizational skills

Work Environment:

Candidates will need to manage and prioritize multiple projects in a fast-paced environment. Candidates must be comfortable working in a small, privately held company that emphasizes customer service, professionalism, ongoing learning and accountability.

Compensation:

We pay a competitive salary and offer a strong benefits package that includes health insurance, dental/vision, 401k plan after enrollment period, profit sharing plan, paid holidays, 17 days of paid time off, and more. We also have a strong emphasis on professional training, including webinars, "lunch and learn" in house sessions and Excel training.

Application Procedure:

Applicants must include a resume and a detailed cover letter – with salary history and requirements – explaining career objectives, qualifications, and academic achievement. Also highlight your relevant skills, experience, and software abilities. No recruiters/placement agencies. Please email your resume and cover letter to Jackie.decataldo@pefservices.com. PEF is an equal opportunity employer

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.