



## **Staff Accountant**

### **Company background:**

PEF Services LLC is a growing tech-enabled business services firm located in West Orange, NJ, providing accounting, reporting, compliance and technology services to private capital investment funds. We are the leading fund administrator for emerging to mid-size private capital funds, providing high-quality, cost effective administrative solutions to well over 150 funds nationwide.

### **Position Overview:**

PEF is seeking a Staff Accountant with 1-3 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:**

- Prepare and review bookkeeping and accounting records
- Prepare support schedules for books and records (accruals, prepaid expenses, etc.)
- Prepare financial statements and support schedules (GAAP & other basis)
- SBA compliance reporting, including SBA Form 468 preparation
- Prepare capital call & distribution calculations and prepare & 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)
- 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](mailto: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 to meet the ongoing needs of the organization.