



## **Supervisor – Private Equity Accounting**

### **Company background:**

PEF Services LLC is a growing tech-enabled business services firm located in West Orange, NJ, providing accounting, reporting, compliance and technology solutions to private capital investment funds and their investors.

At PEF, experience, technology and fund administration come together with a team that's second to none. By hiring the best and promoting from within, we have built one of the most skilled and respected teams in the industry. Join us, and become part of a team that's driving PEF ahead in a fast-paced fund administration marketplace.

We are seeking a Supervisor with 5-8 years of experience. Candidate will manage multiple client deliverables ensuring superior client service. Deliverables include fund administration services provided to private equity funds and private equity fund of funds. Candidate will also be responsible for managing staff and their development.

### **Responsibilities include:**

- Manage client relationships
- Review accounting records, financial statement and support schedules (GAAP & other basis-all private equity & SBICs)
- Review SBA compliance reporting, including SBA Form 468 preparation
- Review capital call & distribution calculations and letters
- Prepare accounting records, schedules and reports as needed.
- Coordinate deliverables with Investor Services team
- Career development and talent management of staff
- Extensive on the job training
- 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, XIRR, SUBTOTAL, ROUND, named ranges)
- Private equity accounting software experience preferred
- Able to multi task and perform tasks under strict deadlines
- Experience delegating to training and supervising staff
- Experience managing client relationships
- 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, accountability and quality of work life.

### **Compensation:**

We pay a competitive salary and bonus, and offer work/life balance and strong benefits package that includes health insurance, dental/vision, 401(k) & profit sharing plan, paid holidays, paid time



off, tuition reimbursement and more. We also have a strong emphasis on professional training, including webinars, “lunch and learn” in house sessions and Excel training.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER