

POSITION

ASSOCIATE / SENIOR ASSOCIATE

ORGANIZATION

Newbury Partners specializes in purchasing limited partnership interests in established leverage buyout, growth equity and venture capital funds through secondary transactions. The Firm also pursues co-investments directly in private equity backed companies on a selective basis.

Newbury Partners manages more than \$2.8 billion in capital. The Newbury team is currently comprised of 15 professionals who cover new investments, finance and administration.

For more information please visit www.newbury-partners.com

POSITION DESCRIPTION

OVERVIEW:	Experienced accounting professional to support the Director of Finance of a private equity investment firm in all aspects of internal and external financial reporting and operations
TITLE:	Associate / Senior Associate
REPORTS TO:	Director of Finance
MINIMUM EXPERIENCE:	2 – 4 years of experience, preferably within the financial services group (audit or tax) of a public accounting firm of recognized national standing; prior experience with partnership accounting and private equity very helpful
EDUCATION:	Bachelor's degree in Accounting or Finance, CPA a plus
COMPENSATION	Competitive salary and bonus commensurate with experience as well as full benefits package.

DESIRED PERSONAL TRAITS

This position will provide a challenging “hands on” role for the professional who is self-motivated and has the flexibility and adaptability to work in a small work environment. The ideal candidate will be detail oriented with strong multi-tasking skills and the ability to prioritize and complete projects timely. The candidate must demonstrate a strong work ethic and the ability to work independently and proactively identify and resolve problems. He / she should be committed to accuracy and thoroughness and able to monitor his / her own work to ensure quality. Proficiency in MS office applications (particularly Excel) and the ability to learn new applications quickly is necessary.

ANTICIPATED DUTIES

Portfolio Administration / Fund Accounting:

Entity Level Financial Reporting and Records:

- Assist in funding and recording of investment transactions, maintenance of schedule of investments and supporting deal documents
- Assist in the collection of data from underlying investments and deal professionals and preparation of periodic internal and external portfolio reporting packages
- Calculate Gross and Net IRRs and other performance metrics (TVPI, DPI, YTD returns, etc.)
- Post activity to the general ledger, reconcile accounts, coordinate payment of expenses and maintain supporting documentation
- Perform daily cash reconciliations and journal entries
- Prepare cash position and forecast reports
- Perform quarterly closing procedures
- Assist in preparing and distributing quarterly financial statements
- Respond to limited partner inquiries and additional ad-hoc requests
- Research accounting and tax issues as required

Limited Partner Accounts:

- Maintain limited partner files
- Prepare capital call notices and initiate distributions
- Maintain schedule of partner's commitments, capital contributions and unfunded commitments
- Calculate the limited and general partners' capital accounts
- Maintain limited partner CRM and Accounting database

Annual Audits and Tax Compliance:

- Prepare required deliverables for year-end financial statement audits
- Coordinate timely preparations of tax and regulatory filings and prepare supporting work papers

Interested candidates should send a resume and cover letter to David Stallone at stallone@newbury-partners.com