

**AEW CAREER OPPORTUNITY**

# **Fund Operations Associate**

## Private Equity Reporting Team

**LOCATION: BOSTON**

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### **Main Purpose of the Role**

Responsible for providing reporting and analysis support to the Portfolio Management and Fund Operation teams, as well as quarterly reporting to investors.

### **Responsibilities**

- Prepare and analyze monthly and quarterly analyses for the Portfolio Management and Fund Operations teams.
- Prepare quarterly and ad hoc reporting to investors.
- Collaborate regularly with third party administrator to ensure that monthly property financials are accurately prepared
- Validate investment and property level performance returns
- Assist in monitoring all cash movements including preparation of various cash disbursements and payments to vendors
- Assist, as needed, with fund quarterly reports, annual business plans, annual audit/tax reporting, client/investor reporting

### **Skills/Experience Required**

- BS or MS in Accounting
- Proficient knowledge of accounting fundamentals
- Proficient financial analysis skills
- Solid computer skills including MS Excel
- Attention to detail
- Strong oral and written communication skills
- Strong organizational 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