

AEW CAREER OPPORTUNITY

Fund Accountant

Private Equity Reporting Team

LOCATION: BOSTON

Main Purpose of the Role

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

Responsibilities

- Gathering and prepare materials used in monthly/quarterly reports.
- Prepare monthly, quarterly, and ad hoc reporting to clients.
- Assist with investor and consultant inquiries.
- Preparation of client capital call and distribution notices.
- Work closely with the Assistant Controller on client cash forecasting and distribution process.
- Preparation of funding requests, wires and various payments.
- Validate investment and property level performance returns.
- Assist in reviewing annual business plans and quarterly investment updates.
- Actively participate in acquisition/disposition/financing with a focus on preparing due diligence analyses, income/expense proration, and closing statements.
- Opportunity to work on other ad hoc projects with the fund ops team.

Skills/Experience Required

- BS in accounting required.
- 2-3 years of accounting experience, public accounting preferred.
- Real estate industry experience a plus, but not necessary.
- Strong quantitative financial analysis skills.
- Proficient knowledge of accounting fundamentals.
- Strong computer skills including MS Excel.
- Demonstrated experience working with advanced MS Excel functions (pivot tables, VLOOKUP, index match, array formulas, etc.), preferred.
- Experience combining multiple data sets together for consolidated reporting.
- Experience with Yardi Voyager a plus, but not necessary.
- Strong attention to detail.
- Strong oral and communication skills.
- Able to work effectively and cooperatively as a team member.

AEW Capital Management is an affirmative action-equal opportunity employer.

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- Ability to take direction and complete assigned work independently.
- Ability to work under deadlines in a fast-paced environment.
- Ability to provide constructive input on improving existing processes.