

September 8, 2017

### Corporate Finance Associate

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Department: **Finance – Corporate Finance**

Reports to: **Senior Vice President**

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Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmlp.com)**

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#### SUMMARY

The Corporate Finance Associate will be responsible for recording, reconciling and analyzing financial activity in the general ledger and preparing monthly financial statement reporting for entities located in the U.S., Asia, and U.K.

#### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Maintain general ledger accounts and record journal entries in connection with month-end close process.
- Ensure financial transactions are recorded accurately and timely, ensure accounts are reconciled, accruals are appropriate, assets are capitalized and depreciated according to policy, and expenses are properly allocated.
- Prepare and analyze monthly, quarterly, and year-end financial reports including financial statements, budget and forecasts.
- Prepare monthly and quarterly invoices, accounting entries and client correspondence. Analyze outstanding receivables for timing and collectability.
- Prepare revenue, client capital activity and assets under management reporting and analysis for accuracy, business impact and trends.
- Prepare daily cash reconciliation and journal entries.
- Provide assistance and support for annual audits, tax and regulatory filings and other management reports.
- Utilize PeopleSoft financials to provide meaningful analysis and reporting to management.
- Assist with accounting, reporting and analysis of travel and expense activity.
- Perform other duties and projects as assigned.

#### EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- BA/BS in Accounting with outstanding academic credentials with a minimum 3.5 GPA; CPA preferred.
- 2 – 4 years of relevant public accounting experience required.
- Continuous employment from college to present.
- Strong accounting fundamentals required including hands-on experience with account reconciliations, variance analysis, accruals and cash flow analysis. Exposure to budgeting and forecasting is beneficial.
- PeopleSoft Financials general ledger, nVision and query reporting tools experience preferred.
- Experience with Concur or other Travel & Expense reporting systems is beneficial.
- Proven Microsoft Excel skills.
- Ability to organize tasks and work independently in a fast-paced environment.
- Strong communication, teamwork, and relationship management skills.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

**If interested and qualified for this position, please notify Human Resources.**

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- Experience with preparation of financial statement disclosures, footnotes and supporting documentation.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

#### HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to [careers@gcmlp.com](mailto:careers@gcmlp.com). Please reference **“Corporate Accountant, #101211”** in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion AUM in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit [www.gcmlp.com](http://www.gcmlp.com).

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