

May 22 2017

Associate, Hedge Fund Accounting

Department: **Finance – Hedge Fund Accounting**

Reports to: **Vice President**

Location: **Chicago, IL**

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

SUMMARY

The individual will be responsible for performing the fund accounting functions for investment partnerships and accounts managed by the Firm.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Perform the day-to-day accounting of hedge funds and management companies.
- Complete daily reconciliation of bank and brokerage accounts.
- Perform daily preparation of portfolio valuation and portfolio analytics.
- Serve as primary contact for prime brokers and custodians to ensure proper processing and settlement of trades.
- Calculate estimated daily and monthly NAVs.
- Prepare investor/shareholder accounting and reporting.
- Prepare audited fund financial statements.
- Assist in tax preparation and SEC compliance reporting for the various partnerships and companies.
- Perform general ongoing accounting responsibilities, including the recording of general ledger entries, expense accruals and investment activity.
- Perform accounts payable function, including the recording of general ledger/cash entries as well as payment set-up and initiation.
- Liaise with and contribute to the review and oversight of the fund's third party administrator
- Assist with special projects as requested.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's Degree in Accounting/Finance with outstanding academic credentials, CPA preferred.
- 1-3 years' experience working for a financial services firm or top tier accounting firm, with industry focus in hedge funds, investment partnerships, or mutual funds.
- Hedge fund accounting experience preferred but not required.
- Experience with spreadsheets and general ledger required. Experience with portfolio software preferred but not required.
- Technical proficiency in MS Word, Excel, Outlook and Access.
- Demonstrated team player, self-starter and independent thinker with the ability to exercise excellent judgment.
- Proven ability to work in a fast-paced environment with a high level of flexibility, accuracy, and attention to detail.
- Ability to handle multiple tasks simultaneously.
- Exposure to financial reporting, auditing and tax.

(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.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- Experience with investment partnerships, mutual funds, brokerage firms or investment banks preferred but not required.

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. Please reference **"Hedge Fund Accountant, #101169"** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is one of the world's largest independent alternative asset management firms, with approximately \$50 billion in assets under management. The Firm's investment management and advisory services span public and private markets, focusing on hedge funds, private equity, infrastructure and real estate. GCM Grosvenor launched its first investment portfolio, a multi-manager portfolio of hedge funds, in 1971. The Firm's global client base includes public and private pensions, sovereign wealth entities, banks, corporations, insurance companies, charitable organizations, endowments and high net worth individuals.

For more information, visit www.gcmlp.com.

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