

Position Specification

Investment Firm Director of Finance

The Company

Our client is a rapidly growing registered investment advisor which utilizes institutional private equity funds to invest in commercial real estate exclusively in high-demand markets. As the firm has continued to grow and develop, it has identified the need to hire a new financial leader for the business as Director of Finance.

The Position

Location

Southeast United States

Overview

The individual will be responsible for financial reporting of multiple private equity funds, which includes working with the third-party audit firm. The overall mission of the position is to lead the accounting team and be the voice of finance across the organization while responding to and anticipating the financial needs of the overall business.

Reporting Relationship

The Director of Finance will report directly to the founders of the company, and work in parallel to the Director of Asset Management and the Chief Compliance Officer. The Director of Finance will lead the internal accounting group of eight people and will work closely with third party accountants and consultants.

Responsibilities

- Prepare internal and external financial reports.
- Coordinate with audit and tax CPA firm for the preparation of audited financial reports and tax returns.
- Coordinate with third party Fund Administrator for the reporting of investor capital statements, reviewing capital calls and distributions, completing investor audit confirmations, and ad hoc requests.
- Deal with all aspects of investor relations.
- Complete Due Diligence Questionnaires (DDQ's) and Requests for Proposals (RFP's) from investors and their consultants.
- Coordinate with 3rd party tax advisors the preparation of year-end tax returns and distribution of K-1's to investors, as well as, researching tax issues as they arise.
- Manage financial reporting to State and Federal regulatory bodies (i.e. - PERAC, SEC, FINRA).

- Collaborate on the completion of forms ADV and PF.
- Select, orient, train, assign, schedule, coach and counsel employees. This includes communicating job expectations; plan, monitor, appraise job contributions; recommend compensation actions; and ensure adherence to policies and procedures.
- Answer accounting and financial questions by researching and interpreting data.
- Prepare the annual budget for the firm.
- Administer the company's benefit plans and payroll.
- Review and approve of accounts payable.
- Control access to online banking for multiple accounts and users.
- Handle all ad hoc accounting and financial project work.
- Keep pace with the latest technological trends affecting accounting and finance and understand the power of data, automation and analytics. Help with ERP system upgrades and implementations as needed.
- Evaluate and improve processes in the accounting/financial department.
- Develop the company's business intelligence through creating real-time dash boards to aid the company in its decision making.

Travel

This position will require a minimal amount of business travel.

The Candidate

Education

- Minimum of bachelor's in accounting degree.
- CPA license is required.
- Master's in accounting or MBA would be a plus.

Professional Qualifications

- At least five years of practical, hands-on experience in real estate, private equity, registered investment advisor or comparable industry.
- Strong understanding and interpreter of GAAP, accounting theories, and internal control with an ability to implement innovatively.
- Advanced MS Excel skills and Yardi Voyager experience.
- Ability to act and operate independently with strong problem-solving and troubleshooting skills.
- Strong business acumen coupled with the ability to work well in a fast-paced environment.
- Capability to work cooperatively and collaboratively across all departments to achieve objectives.
- Excellent time management and organizational skills with the ability to train others with these skills.
- Track record of managing staff.
- Experience with 401(K) administration.

- Experience with working for an investment advisor registered with the SEC would be strongly preferred.
- Public accounting experience would be a plus.
- Understanding of metrics, dashboards, business intelligence and analytics and how to use those to monitor and drive company performance.

Personal Characteristics

- Proactive style and an ability to interact at all levels throughout the organization (not just financial people). Said another way, polished yet able to be hands-on and scrappy.
- Desire and capability to grow in career.
- Ability to be sensitive to team's needs while also being able to draw the line.
- Trustworthy, coupled with outstanding communication and presentation skills.
- Openness to learn and expand thinking and responsibilities.
- Creativity and ideas on how to evolve and make change.
- Strong self-awareness and good sense of humor.
- Demonstrated ability to form professional relationships in the organization.
- Having a team-centric/collaborative approach.
- Capability to think as an owner and take actions that are in the best interest of the company.
- A servant leader with hands-on operational style and strong administrative skills.
- Proven ability to determine key business issues and develop action plans.
- Must be analytical, self-motivated and a problem solver, with a strong attention to detail without losing track of the big picture.

To learn more about this opportunity or provide a confidential referral, please contact:

Pearson Partners International, Inc.
12377 Merit Drive, Suite 750
Dallas, Texas 75251
214-292-4140 – Fax
response@pearsonpartnersintl.com

Please use this reference code in the subject line of your response:

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