

INVESTURE

OPERATIONS ANALYST (FUND ACCOUNTING)

Job Description

Investure, a fast-paced investment management company, seeks a full-time financial accountant to be actively involved in all aspects of client and fund reporting and support. Reporting directly to the Director of Operations, this role involves multiple detail-oriented responsibilities that are vital to the operations of Investure and its clients.

The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 to serve as the outsourced investment office to university endowments and private foundations where building a high quality organization in-house is not economical or preferable. Managing assets exceeding \$8 billion for 12 clients, Investure is responsible for asset allocation and manager selection in multiple asset classes including but not limited to fixed income, global public equities, and alternative investments (hedge funds and private partnerships). Investure is a growing, fast-paced, high-energy culture where there is a vast opportunity for learning. There are currently 27 members on the Investure team.

Responsibilities

Responsibilities include, but are not limited to:

- Responsible for all aspects related to monthly accounting close process for pooled vehicles including: reconciliations, accrual calculations, adhoc inquiries from back office team and/or fund administration teams
- Responsible for detailed review of client and pooled vehicle performance reports with an emphasis on accuracy and timeliness
- Responsible for aspects of cash management for clients and pooled vehicles
- Review monthly client invoices for accuracy
- Prepare and/or maintain other ad hoc client reporting requests
- Provide assistance to Audit Analyst to achieve time sensitive deliverables for client and pooled vehicle audit related matters

Qualifications and Skills

INVESTURE

OPERATIONS ANALYST (FUND ACCOUNTING)

- Prior experience in fund administration, custodian banking or financial services (i.e. hedge fund, private equity, mutual fund, fund administrator) is required
- Bachelor's degree and 4+ years professional work experience required, accounting degree preferred
- Accuracy and attention to detail is critical
- Ability to meet monthly deadlines in a consistently punctual manner
- Must be a quick learner and process-oriented
- Must be proficient in Excel
- Excellent communication (written and verbal) and inter-personal skills
- Must thrive in a fast-paced, start up environment
- Exceptional work ethic and team player
- Unquestioned ethics

Salary commensurate with experience.

Send resume and cover letter to hr@investure.com.