



Financial Associate

Are you seeking a unique, professional culture? Are you interested in working with talented, driven co-workers? Are you interested in being part of a company that is on a fast growth trajectory? Do you have long-term goals of expanding your responsibilities? Do you like variety and flexibility? How about working in a positive environment with a fun team?

Position Overview

Segue Partners has immediate openings for Financial Associate candidates that meet our Core Values: responsive, innovative, committed to a long-term relationship with our clients and employees and honest. Recent graduate or up to three years' experience is the best fit for this opportunity.

Segue Partners supports the business of growth and innovation. Our clients include venture capital funds, private equity firms, family offices, and venture-backed start-ups. We provide fund administration, financial reporting, back-office solutions and investor relations services through an outsourced model. We work in a collaborative manner, partnering with our clients to help them grow and succeed. Learn more at www.SeguePartners.com.

Responsibilities

- Assist with month-end and quarter-end closing procedures;
- Prepare accounting entries for investments and assist with fair value calculations;
- Calculate, track, and record capital contributions and distributions for investors in Funds;
- Generate and maintain accurate filing of accounting documents and electronic records;
- Draft financial statements (Balance Sheet, Income Statement, Statement of Partners Capital, Cash Flows);
- Manage client open items and create agendas for meetings with client to communicate needs;
- Provide support for the accounting team;
- Translate knowledge learned from one client to another and have excellent memory recall.

Qualifications

- Bachelor's Degree in Accounting is a must, Masters a plus
- Recent graduate or up to two years' experience is the best fit for the opportunity
- Excellent written and verbal communication skills that demonstrate professionalism
- Proactive team player with a strong work ethic
- Ability to work in a fast paced environment
- Proven organizational and problem solving abilities, as well as meticulous attention to detail
- Experience with all Microsoft Office programs (especially Excel, Word, and PowerPoint)
- Experience with QuickBooks and Tableau is a plus

How to Apply:

Please submit cover letter and resume to info@SeguePartners.com

Job Type: Full-time with competitive salary and excellent benefits package