



## Senior Financial Associate

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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 Senior Financial Associate candidates that meet our Core Values: responsive, innovative, committed to a long-term relationship with our clients and employees and honest. Two years or more experience in a professional accounting environment 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](http://www.SeguePartners.com).

### Responsibilities

- Complete monthly and quarterly client reporting package and ensure a high level of accuracy is achieved at all times;
- Review and reconcile activity while ensuring the legal terms of the client are adhered to;
- Proactively managing your workflow ensuring set deadlines are met;
- Building and maintaining relationships with clients;
- Fulfill client audit requests and assist other fund participants and advisors;
- Maintenance of treasury and banking activity as assigned;
- Responsible for mentoring and training of Financial Associates;
- Participate in new business development;
- Engage in pricing strategy discussions for new clients;
- Review a broad range of financial, compliance, and legal matters

### Qualifications

- Bachelor's Degree in Accounting is a must, Masters a plus or Finance or related field
- 2+ years relevant experience is the best fit for the opportunity
- Experience in venture capital or private equity a plus
- QuickBooks experience a plus
- Excellent written and verbal communication skills that demonstrate professionalism
- Ability to work in a fast paced environment
- Proactive team player and detail-oriented with a strong work ethic
- Excellent organizational skills, time management skills and ability to meet deadlines
- Strong Microsoft Office skills with advanced skills in excel
- Strong problem resolution skills

### How to Apply:

Please submit cover letter and resume to [info@SeguePartners.com](mailto:info@SeguePartners.com)

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