



## **Job Posting: Financial Associate (Entry Level)**

### **About the Company:**

Segue Partners is a rapidly growing specialty accounting firm providing comprehensive, integrated financial consulting and accounting solutions for venture capital funds, real estate funds, private equity firms, as well as family offices.

### **Job Description: Financial Associate (Entry Level)**

Segue Partners is currently seeking a knowledgeable, energetic candidate to join our team. Looking for a team player, who can work independently, is dependable, and has a meticulous eye for detecting errors. Moderate Microsoft Excel skills are a must and QuickBooks experience is a plus. The Financial Associate will perform detail oriented data entry using QuickBooks Enterprise including: reconciling accounts, investments, processing accounts payable, preparing financial statements, monitoring investment transactions and other common accounting functions. Ongoing communication with our clients and excellent client service skills are also a key component of this opportunity. You will be exposed to many exciting facets of our client organizations and have an opportunity to see "behind the scenes" of how VC and PE funds work. You should be an excellent communicator and have a proactive approach to the job. Finally, you should have a passion for accounting and helping clients succeed.

### **Qualifications:**

- Bachelor's Degree in Accounting, Finance or a related field
- QuickBooks experience is a plus
- Strong written and verbal skills that demonstrate professionalism
- Deadline oriented
- **Team player, proactive and detail-oriented with a strong work ethic**
- **Excellent organizational skills, time management skills and ability to meet deadlines**
- **Strong Microsoft Office skills including moderate Excel skills**

### **Key Responsibilities:**

- Bookkeeping functions using QuickBooks Enterprise Accountant version;
- Prepare accounting entries for investments, accounts payable, accounts receivable, and reconcile cash;
- Assist in month-end closing procedures, including preparing draft financial statements;
- Assist with quarterly budget revisions and enter budgets to provide accurate financial reporting;
- Process financial information for clients including cash receipts, journal entries, and perform monthly revenue reconciliations to resolve any discrepancies;
- Prepare accounts payable checks and wire transfers;
- Ensure invoices are coded properly and verify all supporting documentation;
- Assist in calculating investment returns for fund clients and track profits;
- Assist in developing capitalization tables for certain clients and review investment PPMs;
- Assist in developing PowerPoint presentations;
- Correspond with client and answer inquiries;
- Other department related duties as assigned;

### **How to Apply:**

For immediate consideration please email resume and cover letter explaining how you would be an attribute to the Segue Team to: [info@SeguePartners.com](mailto:info@SeguePartners.com) and type "Financial Associate" in the subject line.