



## **Job Posting: Senior Financial Associate**

### **About the Company:**

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

### **Job Description: Senior Financial Associate**

Segue Partners is currently seeking an experienced, 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. Proficient in QuickBooks with at least two years of practical experience with current versions. QuickBooks training experience is a plus. The Accounting Specialist will perform detail oriented accounting functions using QuickBooks Enterprise including: reconciling accounts, tracking and accounting for investments, financial statement preparation, and other common financial related 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.

### **Responsibilities:**

- Review and reconcile activity while ensuring the terms and representations of the fund are adhered to;
- Proactively managing your workflow and ensuring set deadlines are met;
- Completing monthly reports upon request and ensuring a high level of accuracy is achieved at all times;
- Building and maintaining relationships with clients;
- Monthly statement preparation, reporting to investors and maintaining files;
- Assisting auditors and other fund participants and advisors;
- Serve as liaison with investors in relation to documentation;
- Maintenance of all electronic and physical partner records;
- Maintenance of bank accounts for funds assigned;
- Responsible for the direction and training of Accounting Associates.
- Participates as part of the team to bring in new business
- Develop proposals and discuss potential services
- Reviews a broad range of financial, compliance, and legal matters.

### **Qualifications:**

- Bachelors Degree in Accounting, Finance, or related field
- 2+ years relevant experience
- QuickBooks experience 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 with advanced skills in Excel**
- **Strong problem resolution and analytical skills.**

### **How to Apply:**

For immediate consideration please email resume and cover letter to: [info@SeguePartners.com](mailto:info@SeguePartners.com) and type “Senior Financial Associate” in the subject line.