

# INVESTURE, LLC

## FUND CONTROLLER

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### The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a select number of endowments and private foundations. Managing discretionary assets of approximately \$13.5 billion on behalf of 14 client relationships, Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including credit, equities, and alternative investments (hedge funds and private equity). Investure is a registered investment adviser.

### Job Summary

This professional will be a core member of Investure's Accounting and Treasury team. Reporting to the Chief Accounting Officer, this position will be primarily responsible for fund accounting and fund related operations for the Investure Funds. This person will help build and lead fund accounting and operations through a combination of (i) deep technical investment fund accounting expertise, (ii) thoughtful development and implementation of strong internal controls, processes and technology, and (iii) a continual effort to improving and maintaining institutional quality fund accounting for the Investure Funds.

### Essential Functions

Responsibilities for the role include, but are not limited to:

- Lead and manage fund accounting and operations for Investure Funds:
  - Develop, implement and ensure compliance with internal controls and processes;
  - Implement technology and systems to maintain accounting data internally and verify against the external fund administrator;
  - Lead key initiatives related to Investure Funds' such as underlying manager fee data and analysis, fee verification and underlying fund investment valuation analysis;
  - Develop fund accounting staff and build strong technical knowledge base within the fund accounting and operations team;
  - Build relationships with underlying investment managers' back office personnel and key Investure Fund service providers;
  - Maintain extensive knowledge of emerging best practices in the industry;
  - Proactively identify areas for improvement or enhancement and work collaboratively with Chief Accounting Officer to implement solution;
  - Lead monthly/quarterly closings and annual audits for the Investure Funds;
  - Work collaboratively with Investure Legal to ensure timely and accurate regulatory filings.
- Coordinate with Accounting and Treasury team members with responsibility for Client Accounting to ensure client accounting data properly reflects activity in Investure Funds.
- Assist Chief Accounting Officer with ad hoc projects.
- Contribute to the Operational Due Diligence function.

### Education, Experience & Skills

- Minimum 10 years of relevant work experience required in investment accounting or audit focused on hedge funds, private equity funds or fund of funds.
- 3-5 years of experience with management of team with fund accounting responsibilities.
- Bachelor's degree in accounting; CPA preferred
- Strong familiarity with investment fund structures, investment valuations, and complex financial instruments
- Experience with investment fund accounting systems; experience implementing fund accounting technology preferred
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Exceptionally detail oriented with proven ability to succeed in a deadline driven environment
- Process-oriented with ability to identify and thoughtfully improve inefficient or outdated processes

- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Success thriving in a fast-paced environment
- Ability to handle confidential and sensitive information with a high degree of professionalism

### Guiding Principles

- **Integrity:** Demonstrates unquestioned ethics and credibility. Strives to exemplify the highest ethical standards in both work and personal lives
- **Excellence:** Has exceptional work ethic. Works both hard and smart. Demonstrates continuous self-evaluation of successes and failures
- **Service:** Puts others first. Illustrates mission driven outlook and approach
- **Stewardship:** Puts long-term interests above short-term goals. Focuses on the greater good
- **People:** Demonstrates passion and excellent judgment. Treats others with respect, helps when and how needed, and is respectful of the needs of others
- **Teamwork:** Takes a collaborative and selfless approach. Operates under the “Golden Rule”
- **Humility:** Comfortable with being wrong. Seeks to learn from mistakes. Willing to do anything necessary to get the job done. Treats all as equals

### Position Based Competencies

- **Accuracy:** Identifies and corrects mistakes; does not repeat past mistakes; demonstrates attention to detail
- **Team Orientation:** Comfortable taking direction or taking the lead; receptive to feedback
- **Process Management:** Creative and innovative thinker who can simplify and improve complex procedures
- **Communication:** Excellent interpersonal skills; professional and diplomatic demeanor
- **Planning:** Can orchestrate multiple activities at once to accomplish a goal; accurately scopes tasks and projects
- **Adaptability:** Self-directed learner; effectively and positively embraces and manages change
- **Relationship Management:** Negotiates skillfully in tough situations with both internal and external groups; ability to establish strong rapport across all levels
- **Expertise:** Has experience and knowledge to oversee a function with a high level of accomplishment; able to successfully direct and guide department efforts
- **Problem Solving:** Strong analytical skills; Seeks input and builds consensus to drive team to desired solution
- **Judgment:** Demonstrates good decision-making based upon a mixture of analysis, wisdom and experience; considers organizational impact
- **Servant Leadership:** Serves other first, then aspires to lead; develops colleagues, coaches and unleashes the energy and intelligence of others.
- **Partnership Mindset:** Defines success in terms of the whole team, treats each other as partners and encourages collaboration and openness.