

INVESTURE, LLC

FUND ACCOUNTING ANALYST

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 an integral 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 a set of Investure Funds. The person in this role will also assist with work related to Operational Due Diligence and Regulatory Compliance. The ideal candidate will demonstrate a strong work ethic and the ability to get things done well. Cultural fit, humility, and maturity are imperative.

To apply, submit a cover letter outlining your qualifications and your resume to careers@investure.com.

Essential Functions

- Responsible for all aspects of fund accounting for an assigned set of Investure Funds, including but not limited to the below:
 - Input daily transactions related to manager subscriptions, redemptions, capital calls and distributions into internal investment accounting system
 - Responsible for calculating and determining accurate accounting breakdown of transactions
 - Contact and connect with Private Equity Managers as needed to confirm characterization of transactions, and to reconcile unfunded commitments for the Private Equity Funds
 - Reconcile accounting transactions to manager statements immediately upon receipt
 - Review calculations of investor capital calls and distributions prepared by the Fund Administrator
 - Assist with audit and tax workpaper preparation for the Investure Funds
 - Assist with compilation of data for regulatory filings
 - Assist with recording current valuations of underlying fund investments
 - Ensure fund accounting duties are executed in accordance with documented processes and procedures
 - Ensure internal accounting system data reconciles with the Fund Administrator
- Other
 - Assist other Accounting and Treasury team members with other tasks as assigned
 - Assist with manager and trading operations, resolve trade breaks and ensure issues identified in the Administrator cash and position reconciliations are resolved
 - Accountable for identifying and escalating any relevant concerns or issues; expected to identify and recommend process improvements
 - Serve as backup for Treasury related functions
 - Provide support for Operational Due Diligence as needed

Responsibilities will ultimately be commensurate with the professional's experience and demonstrated faculties and judgment.

Education, Experience & Skills

- Relevant work experience in investment accounting, fund administration, or audit/tax focused on the investment industry; 1 – 4 years of experience
- Bachelor's degree in accounting; CPA preferred
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Proficient inputting and extracting information from required systems and databases
- 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:** Ability to train, review and provide feedback on established competencies and tasks
- **Communication:** Demonstrates excellent written and verbal skills; clear, concise and appropriately persuasive
- **Planning:** Highly organized; can attend to a broader range of activities simultaneously; works autonomously with little direction required
- **Adaptability:** Self-directed learner; embraces and manages change
- **Relationship Management:** Ability to manage professional relationships with ease and finesse
- **Expertise:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; provides depth and expertise in focus area