

INVESTURE, LLC

ACCOUNTING ANALYST

The Company

Investure is a recognized leader in the endowment and foundation investment management industry, having pioneered the full-service outsourced investment office model. We are focused on the investment management needs of non-profits, serving as the investment office for twelve prestigious colleges and foundation relationships. Investure currently manages approximately \$13 billion (preliminary as of March 2019) across a variety of asset classes. We seek to build long-term relationships with our clients by bringing the distinct capabilities and advantages of a larger investment office to mid-sized endowments and foundations. Investure is a registered investment adviser.

Job Summary

This professional will be an integral member of Investure's Accounting and Treasury team. Reporting to an Accounting and Treasury Associate, this position will perform various accounting and operational responsibilities related to Investure Funds and/or clients. The ideal candidate will demonstrate a strong work ethic and the ability to get things done well. Cultural fit, humility, and willingness to learn are imperative.

Essential Functions

Responsible for supporting the Accounting and Treasury team with various tasks including but not limited to the below:

- Track and input daily transactions and work closely with the Accounting and Treasury and other Investure teams as well as external third-parties to ensure accuracy and completeness of data
- Reconcile daily cash balances with custodians, counter-parties, and other third-party sources of data
- Input investment valuations into internal accounting system and reconcile to third-parties where applicable
- Assist with preparation of monthly client billing calculation and invoices
- Input daily transactions related to manager subscriptions, redemptions, capital calls and distributions into internal investment accounting system
- 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
- Assist with compilation of data for regulatory filings
- Assist with recording current valuations of underlying investments
- Ensure fund accounting duties are executed in accordance with documented processes and procedures
- Ensure internal accounting system data reconciles
- Accountable for identifying and escalating any relevant concerns or issues
- Deliver on time and error-free outputs as requested and required

Education, Experience & Skills

- Bachelor's degree in accounting; CPA preferred
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Ability to thrive 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

To apply, send a cover letter and resume to careers@investure.com