

June 6, 2019

Fund Expense Analyst

Department: **Finance—Fund Finance**

Reports to: **Associate**

Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmlp.com)**

SUMMARY

The individual in this position will be responsible for coordinating the Grosvenor Fund expense processing and accounts payable operations, including communicating and coordinating with internal departments and external vendors/service providers. In addition to the entry of invoices, monitoring and maintenance of open payables and validation of timely and accurate payments, the complexities of this position also require the application of sound and consistent business judgment to appropriately attribute and allocate expenses across various Grosvenor managed legal entities.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Perform expense analysis across both public and private markets fund entities, by reviewing fund formation documents to ensure expenses are being allocated equitably.
- Process invoices across all fund entities, monitoring controls are being met along the process, and coordinating payments amongst the various entities.
- Oversee the expense approval process by acting as a liaison between the Fund Expense team and various internal departments including Legal, Accounting, Treasury and Corporate Finance.
- Liaise with various vendors and service providers to provide updates on outstanding invoices and maintain positive/productive relationships.
- Prepare and present fund expense reporting across the firm to support key business decisions.
- Assist in special projects and strategic initiatives, as requested, including: (i) the ongoing refinement and automation of expense processing operations; (ii) streamlined delivery of data and management reporting to downstream users and processes; and (iii) enhancement of payment authorization efficiency.
- Offer back-up support to other team members and assist senior Finance and Operations professionals as assigned.
- Protect organization's value by keeping information confidential.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- BA/BS in Accounting/Finance with outstanding academic credentials; applicable coursework or internship in the field of investments or financial markets.
- 0-3 years of Accounts Payable, expense processing operations or related experience, preferably in a Financial Services environment.
- Experience with spreadsheets, general ledger and portfolio software a must.
- Technical proficiency in MS Word; Excel; Outlook; Access.
- Superior written and oral communication skills; proactively manages upward in order to keep supervisors informed and seek input / guidance when appropriate.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- Experience in Concur Invoice or PeopleSoft a plus.
- Aptitude for efficient data management, dynamic system queries and custom reporting a plus.
- Demonstrated team player; self-starter; independent thinker; excellent judgment.
- Proven ability to work in a fast paced environment with a high level of flexibility, accuracy, and attention to detail.
- Willingness and ability to work overtime as requested.
- High degree of integrity, with the ability to maintain confidentiality.
- Time management skills – ability to multi task, anticipate issues / problems, consistently follow-through to manage assigned work to completion, meet deadlines and balance priorities.
- Strong problem solving capabilities; demonstrates creative and innovative design, development and implementation of process improvements.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference **“Fund Expense Analyst, 101527”** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion AUM in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit www.gcmgrosvenor.com

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