

December 12, 2018

### **Corporate Accounting Intern (Part-Time)**

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Department: **Corporate Finance**

Reports to: **Assistant Vice President**

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Location: **Chicago, IL**

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

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#### **SUMMARY**

GCM Grosvenor's Corporate Finance team is generally responsible for the accounting and administration of the accounts managed by the firm. The Corporate Accounting Intern will be responsible for recording, reconciling and analyzing financial activity in the general ledger and preparing monthly financial statement reporting for entities located in the U.S., Asia, and U.K. The Intern will acquire an in-depth understanding of how a fund of fund business operates and will gain exposure to the financial aspects of the business. This part-time position (18-24 hrs/week) will start in the winter and continue through the school year.

#### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Prepare journal entries and other necessary reconciliation schedules to maintain general ledger accounts.
- Prepare and analyze monthly, quarterly, and year-end financial reports including financial statements, budget and forecasts.
- Provide assistance and support for annual audits, tax and regulatory filings and other management reports.
- Utilize PeopleSoft financials to provide meaningful analysis and reporting to management.
- Assist with accounting, reporting and analysis of travel and expense activity.
- Other projects as assigned.

#### **EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS**

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

- Qualified candidates will be a rising Junior or Senior pursuing a BA/BS with a concentration in Accounting/ Finance and strong academic credentials.
- Applicable coursework and/or previous internship in accounting preferred.
- Demonstrated interest in and knowledge of accounting as well as the ability to work in a fast paced, challenging environment with a high level of flexibility.
- The ability to articulate your thoughts in a clear and concise manner to staff through written correspondence, presentations and/or meetings.
- The ability to manage tasks independently to closure.
- Attention to detail and concern for quality and accuracy of final product (and ability to balance that concern with deadlines).
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Demonstrated team player, self-starter, and independent thinker.
- The ability to manage multiple tasks simultaneously in a cross functional team environment.
- Outstanding decision making and problem solving skills.

(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.**

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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](mailto:careers@gcmlp.com). Please reference **“Corporate Accounting Intern, #101445”** in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 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](http://www.gcmgrosvenor.com).

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