

March 29, 2018

Associate - Fund Finance, Carry Plan

Department: **Finance – Fund Finance (Carry Plan)** Reports to: **Vice President/Sr. Vice President**

Location: **New York, NY** Contact: **Human Resources (careers@gcmllp.com)**

SUMMARY

This will be a role in the Private Markets Carry Plan Team and the person will be responsible for the following critical activities:

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Maintaining the accounting ledgers for carry plans and other general partner related investment vehicles with 300+ underlying investments.
- Prepare and review quarterly and annual workpapers and financial statement packages.
- Coordinate and supervise work product from outsourced provider.
- Prepare and review quarterly capital call and distribution notices to partners.
- Prepare and administer carry awards and allocations.
- Manage the plans' cash balances to track the need for quarterly capital calls, distributions & receivables and payables.
- Address partner and firm inquiries.
- Interaction with other teams including fund accounting, tax, legal, treasury, client services, investment teams, corporate finance, etc.
- Support investment and firm personnel on ad-hoc requests.
- Facilitate the annual financial statement audit process with fund's auditors.
- Share the responsibilities of group projects.
- Prepare and review the various reporting required by corporate finance and management.
- General accounting responsibilities.
- Assisting in special projects as requested.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- BA/BS in Accounting with outstanding academic credentials; applicable coursework or internship in the accounting field of investments or financial markets.
- CPA preferred.
- 3-5 years of experience working for a financial services firm or top tier accounting firm.
- Accounting experience in managing private equity, hedge funds or similar types of alternative products is preferred, however, not required.
- PC experience – knowledge of MS Excel preferred.
- Knowledge of SunGard Investran system is preferred, but not required.
- 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.

(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

- Ability to handle multiple tasks simultaneously.
- Experience in financial reporting and auditing and some exposure to tax.
- Experience with investment partnerships, mutual funds, brokerage firms or investment banks helpful.
- Outstanding verbal and written communications skills.
- Ability to work both independently and as a productive member of team.
- Demonstrated initiative and ability to work in a changing environment.
- High degree of integrity.
- Dedicated work ethic and commitment to team and goal-oriented environment.
- Outstanding organization, decision making and problem solving skills.
- Ability to balance multiple concurrent projects.
- Desire to work in dynamic, entrepreneurial organization.

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 **“Associate Carry Plan NY #101322”** 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.gcmlp.com

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