

Private Markets Investment Operations Supervisor

Summary:

This person will have staff and project management responsibilities and will be responsible for quality assurance and the on-time delivery of all client performance reporting. The role will involve the balancing of long-term strategic planning with day-to-day management of Private Market operations. This exempt-level position will report directly to the Private Markets Operations Manager and will work closely with senior members of the Private Markets Group in carrying out the position's duties. This person must demonstrate independent judgment and discretion related to sensitive and confidential information.

Essential Responsibilities:

- Oversee the process to gather, verify, and process daily, monthly, and quarterly financial information
- Validate and increase accuracy of all Client data and underlying holdings.
- Work with Private Markets Investment team to provide project management, systems implementations, and analytical support
- Manage the Group's portfolio management software and databases for invested and prospective Private Market funds
- Manage the Private Market Group's client cash flow transfer operations (capital calls and distributions)
- Hands-on proofing of various quarterly reporting data, including capital account balances, underlying fund holdings, and internally generated performance commentary

Required Skills, Experience, Knowledge:

- Minimum of five years of commensurate work experience in a similar role
- Bachelor's degree required; specialization in accounting or finance
- Strong financial background and ability to decipher complex financial statements
- Solid understanding of accounting, economic, and investment theory and practices
- Direct experience in cash flow management process and monitoring of investments
- Excellent computer skills, including fund accounting software and Custodian portals
- Strong quantitative/analytical skills, including facility with financial/statistical concepts
- Professional and effective verbal communication skills; Superior writing skills
- Well-developed interpersonal and people management skills
- Familiarity with GAAP and Compliance Regulations
- CPA, CFA or CAIA preferred, but not required
- Exceptional attention to detail.