



Job Title: Fund Accounting Manager
Office location: S. Kipling Street at C-470 (Littleton, CO)
Compensation: Negotiable
Employment type: Full-time

- Everyone at CFO Fund Services (“CFO”) is a stakeholder. You own your job responsibilities.
- There are no "ordinary" people here.
- The primary duties of the Fund Accounting Manager are to offer the highest level of service to our clients and prepare their financial statements and other financial information in an accurate and timely manner.
- You will be required to collaborate – with our team, with clients and other service providers.
- You will be involved in a variety of day-to-day projects, complex accounting issues and processes in this full-time position.

Who are we?

CFO is a boutique fund administration firm providing accounting and fund consulting services to a select few venture capital and private equity firms. We help our clients with every aspect of their back office because....we can. We have a lot of experience and connections in this industry. By partnering with CFO we allow our clients to do what they do best – invest in companies and maximize value for their investors while we take care of the accounting and many of their back office needs. We value integrity. Nearly all of our clients are the result of referrals from existing clients or other service providers in this industry including attorneys, auditors and tax preparers. The most important thing about CFO that we want you and our clients to take away is that, simply put, CFO values relationships, integrity and professionalism.

Our core values:

Our employees are stakeholders. We are proactive. We "own" our work. We work together to achieve results. Each day looks a little different, brings new challenges and is not generally well-defined as a result. If you are looking for a clear list of tasks to perform and regularly set times to be "at work", this job is probably not a good fit. We are an accounting firm which means we have set deadlines, so in addition to the many ad hoc projects that arise, we also have to meet our clients financial reporting and tax deadlines.

If you find fulfillment in:

- 1) All aspects of accounting, including reviewing and preparing journal entries, understanding partnership and operating agreements and applying those concepts in the work we perform, preparing financial statements and supporting workpapers, preparing tax workpapers, managing audits and the tax preparation process;

- 2) Working with a variety of personality types not only at CFO but also our clients, their investors and their portfolio companies. It takes a lot of people to start and invest in great companies. You have to be able to collaborate with all of them;
- 3) Performing a range of simple to very complex job responsibilities - entering journal entries, preparing budgets, starting and liquidating funds, understanding the accounting consequences of a portfolio company merger, calculating preferred returns and other financial hurdles, and preparing complex allocation schedules;
- 4) Not knowing exactly what every day will hold -- change is constant at CFO. When working with multiple clients and they are investing in multiple companies, various issues and projects come up;
- 5) Acting as if you own the company -- taking initiative and ownership, thinking ahead and being proactive (we don't need "reactive"), working collaborative with others to deliver better products and services every day;
- 6) Working with QuickBooks, spreadsheets, fund reporting software, preparing financial statements and staying current with accounting and tax issues in our industry;
- 7) Not working 9-5, but 7-3, 8-4, 10-7, 9-2, 7-6, etc. We don't punch a clock, the priority is to get the job done; and
- 8) Working together with our team and to help our clients achieve their goals. . .

Then we may be a good fit.

Required Skills:

- High attention to detail
- Certified Public Accountant
- Public accounting experience
- Strong work ethic

Preferred Skills:

- Venture capital or private equity experience is a big plus.
- High competency in GAAP and partnership tax matters.
- Applicants must have communication skills as well as practical business skills, in person, on the phone and in writing.
- Strong QuickBooks and Microsoft Office skills are important, especially Excel.
- High level of emotional intelligence. We love really smart people too, but if you have self-awareness and awareness of others, we can teach you the rest.
- Ability to organize, monitor, and manage numerous ongoing and one-time activities, events and projects for more than one client.
- Ability to logically solve problems.
- High attention to detail, did we mention this already? It's important in this job.
- Initiative and the ability to figure things out on your own.
- Discretion in handling and communicating sensitive information.
- A positive attitude and willingness to do whatever it takes to get the job done.



We don't need to see your resume yet. Please do not send it and please do not call. For now, just email us answers to the following questions:

- 1) How is this position a fit for you?
- 2) What are the three biggest strengths you could bring to us?
- 3) What do you think is an area of weakness you need to work on?
- 4) Describe a situation where you successfully handled time and priority management and how you did it.
- 5) Describe a situation where you demonstrated leadership and how you did it.
- 6) Describe what you have done in the past when you started a new position and needed to “get up to speed”.
- 7) Any other helpful information we forgot to ask?

Here's a lot more about us: www.cfofundservices.com

We look forward to hearing from you!

tiffany@completefinops.com

One last request...when you email us, please make a note in the subject line that you are applying for the Fund Accounting Manager position.

Do NOT contact us with unsolicited services or offers.