



Job Opening – Fund Accountant

Vector is a fund administrator and technology company that services closed-end investment funds, primarily in the venture, private equity, real estate and digital asset spaces. We provide alternative asset managers with solutions for fund accounting and reporting, operational support and investor relations. We are currently developing what we believe is the most exciting software roadmap in the industry in an effort to streamline the experience of all stakeholders in alternative investments, including our employees.

Job Description

The Fund Accountant role is instrumental to Vector's success. As a Fund Accountant, you will be responsible for supporting our onshore Fund Controllers with completing our primary scope of services which include: financial reporting; partner allocations; waterfall (carried interest) calculations; processing capital calls and distributions; liaising with auditors, tax providers, formation counsel and other service providers; maintaining an LP portal; and many other ad hoc tasks. Some of the tasks include:

- Onboarding client data into our accounting software
- Bookkeeping
- Capital call tracking
- Audit/tax preparation
- Preparation of Quarterly/Annual Financials
- Preparation of workbooks
- Calculation of management fees

Qualifications

- 2+ years of professional accounting experience
- Bachelor's degree in accounting, finance, or related field
- Experience interpreting and understanding Limited Partnership Agreements, Private Placement Memorandum.
- Possess strong critical thinking, problem solving, and decision making skills
- Strong and effective communicator and strong ability to multitask to meet multiple deadlines.
- An understanding of Alternative Investment Fund Administration.
- Proficient in Microsoft Office skills
- Preferred CPA/CMA qualifications, not required