

Twin Brook Capital Partners

Fund Accounting/Finance Associate

Responsibilities:

- Responsible for the financial reporting processes of the firm, including monthly performance estimates, close packages/NAVs, expense accruals and allocations, partnership waterfall allocations, Fund return and KPI metrics, etc.
- Assist in managing capital calls and distributions for the Funds, coordinating with investor services, finance and the fund's administrator
- Help manage assigned leverage facilities, including draw/paydown requests, borrowing base certificates, covenant monitoring, AUP reviews and other required reporting
- Liaise with external service providers (fund administrator, auditor, etc.) on a regular basis
- Coordinate and communicate with internal stakeholders (tax, legal/compliance, investor services, treasury, IT, etc.) as needed
- Produce investor reporting deliverables, including quarterly investor statements, fund financials, due diligence requests, and other ad hoc investor reporting requirements
- Initiate wires for expense payments and intercompany settlements
- Assist in completion of the annual audit process with the firm's external auditor
- Produce management reporting for internal stakeholders
- Coordinate with parent company's compliance team to satisfy all regulatory reporting requirements, such as Form PF, ADV, AIFMD as well as 10Q/10K filings for the firm's BDC

Requirements:

- BS/BA in Accounting/Finance
- 2-3 years of experience, preferably with Public Accounting Audit and/or Private Fund background
- CPA preferred
- Bank Debt/Credit product knowledge a plus
- Advent Geneva general ledger experience a plus
- High level of proficiency with Microsoft Office Suite (particularly MS Excel)
- Must be self-motivated, self-directed and proactive
- Strict attention to detail, excellent communication skills, and strong organizational skills
- Must work well under pressure, with the ability to adequately prioritize and meet target deadlines
- Must demonstrate professionalism, and maintain the highest regard for ethical behavior and confidentiality

To Apply: Interested, qualified candidates please submit your resume and cover letter to: recruiting@twincp.com. Kindly specify which position you are applying for in the subject line.