

## **Twin Brook Capital Partners**

### Senior Fund Accountant

#### **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.
- Manage capital calls and distributions for the Funds, coordinating with investor services, finance and the fund's administrator
- Liaise with and manage 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
- Work with the finance and treasury teams on liquidity management and leverage facilities
- Oversee the investor reporting process, including quarterly investor statements, fund financials, due diligence requests, and other ad hoc investor reporting requirements
- Initiate wires for expense payments and intercompany settlements
- Coordinate and complete 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
- 3-5 years of experience, preferably with BDC/Private Fund and/or Public Accounting Audit background
- Bank Debt/Credit product knowledge a plus
- Advent Geneva general ledger experience a plus
- CPA preferred
- Regulatory reporting 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](mailto:recruiting@twincp.com). Kindly specify which position you are applying for in the subject line.