



**Private Fund Accountant  
Position Description**

Cobblestone Capital Advisors is an established, growing wealth management firm registered with the SEC and based in Rochester, NY. Among its various service offerings, Cobblestone provides clients with investment solutions designed to help them meet their financial goals. These investment solutions consist of globally-diversified portfolios that often include both public market investments and private market opportunities. Within private capital markets, Cobblestone provides clients with access to both proprietary solutions (Cobblestone-Managed Private Funds) and third-party opportunities. Together, these private investments play an essential role in building portfolios that are more efficient in accomplishing clients' investment objectives.

The Private Fund Accountant will play a key role in the financial reporting, tax reporting, and cash management activities of the Cobblestone-Managed Private Funds. While working in conjunction with the third-party bookkeeper and administrator, the Private Fund Accountant will ensure the accuracy, completeness, and timeliness of the various financial and tax reports provided to numerous stakeholders. As the private market endeavors of the firm continue to grow and evolve, the resources dedicated to the accounting function should follow, presenting opportunities for additional career advancement. The individual will be a member of the firm's Private Investment Department and report directly to the Director of Private Investments.

**Responsibilities for this position include:**

- Accounting and Financial Reporting
  - Work in conjunction with 3<sup>rd</sup>-party bookkeeper to finalize quarterly accounting packages and annual financial statements for all Cobblestone-Managed Private Funds, ensuring their accuracy, completeness, and timeliness.
  - Coordinate with Cobblestone's Operations Team to ensure accurate reporting of each Fund's financial information on internal portfolio accounting software systems.
  - Prepare and maintain annual budgets covering the activities of the Private Investment Team and coordinate with the firm's Controller to ensure proper flow through to the firm's financial statements.
- Tax and Audit Support
  - Provide support to 3<sup>rd</sup>-party bookkeeper during the preparation and dissemination of tax estimates and K-1s of the Cobblestone-Managed Private Funds.
  - Coordinate with 3<sup>rd</sup>-party administrator to ensure auditor possesses the requisite information to provide an opinion of the annual financial reports and accounting practices of each Cobblestone-Managed Private Fund.
- Communications with Various Stakeholders
  - Communicate the financial results of each Fund to the various firm stakeholders as well as other members of Cobblestone's Private Investment Team.
  - Provide periodic updates to Fund investors regarding the timing of key deliverables, such as tax reporting and the audited annual financial statements.
- Cash Management
  - Coordinate with 3<sup>rd</sup>-party to tabulate and process capital calls, distributions, and the cash transfers associated with each Fund.

**Requirements:**

- Education: Bachelor's or Master's degree in accounting or business-related field with a concentration in accounting; CPA designation not required, but viewed favorably
- Experience: 3+ years of accounting or audit experience; experience with private equity-style funds a plus
- Skills: Advanced knowledge of Microsoft Excel and proficiency with MS Office; proficiency with QuickBooks and/or Juniper Square a plus
- Personal Characteristics: Passionate commitment to producing complete, accurate, and timely output, along with an ability to think critically and identify opportunities for process improvement. Position requires a collaborative mindset, along with excellent written and inter-personal communication skills.

Interested candidates must apply here:

[Private Fund Accountant application link](#)

No phone calls, please.

We are an Equal Opportunity Employer and our company's policies and practices relating to recruitment, employment, career development and advancement, promotion and retirement are based solely on merit, without regard to all legally protected classes, including but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, familial status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.