

**Private Fund Accountant
Position Description**

Cobblestone Capital Advisors is an established, growing wealth management firm registered with the SEC and based in Rochester, NY. Cobblestone provides clients with investment solutions designed to help them meet their financial goals. These investment solutions often consist of globally diversified portfolios that can include both public market investments and private market opportunities. Within private capital markets, Cobblestone provides clients access to proprietary solutions (Cobblestone-managed Private Funds) and third-party options.

Cobblestone has spent over a decade developing its Private Investment Platform to connect prospects and clients with attractive private market opportunities on institutional terms. With the foundation laid, we are ready to advance several growth initiatives and are looking for the right person to add to the accounting team to support that vision.

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 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 3rd-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 3rd-party bookkeeper during the preparation and dissemination of tax estimates and K-1s of the Cobblestone-Managed Private Funds.
 - Coordinate with 3rd-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 3rd-party to tabulate and process capital calls, distributions, and the cash transfers associated with each Fund.
- Other
 - Perform ad-hoc analyses in support of client inquiries and the investment function.

Qualifications:

- 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: 2+ 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 Sage Intacct and/or Juniper Square a plus.
- Candidate must be committed to producing complete, accurate, and timely output, and have the ability to think critically and identify opportunities for process improvement. The position requires a collaborative mindset, along with excellent written and interpersonal communication skills.

Compensation: \$60,000 - \$80,000 base salary expected.

Interested candidates must apply here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3412d63d-3eba-4d9f-93f9-621ab0a2ca92&cclid=19000101_000001&jobId=502389&source=CC2&lang=en_US

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 or immigration status, 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.