

Job Description – Senior Fund Accountant

Position Overview

We are looking for an experienced accountant to join our finance and accounting team at ARCH Venture Partners. This position will report to the SVP of Finance and will interact with all members of the accounting and finance team, including the Finance and Accounting Manager, Director of Finance, and CFO.

The position is an opportunity to join an established and still growing venture capital firm in the biotechnology space. In addition to driving day to day fund accounting, there are future opportunities to learn compliance, investor relations, and valuation of portfolio companies.

We are currently operating in a hybrid model and have historically been a flexible work environment with a focus on results and owning responsibilities. Our finance and accounting team works together on tasks and are often working in and learning about other areas. We are looking for someone to integrate with and improve our team as we continue to grow.

Responsibilities

- Manage day to day fund accounting responsibilities
- Respond to ad-hoc requests from limited partners, portfolio companies, and management
- Oversee daily cash movements, including setting up wire templates and initiating wires
- Calculate income (interest, dividends, realized)
- Track investments (cost, shares, note principal) and custody location
- Perform audit support schedules
- Manage and oversee capital account activity processing
- Assist in developing streamlined processes for back-office schedules

Qualifications

- Undergraduate or graduate degree in Finance or Accounting or commensurate experience
- High level of proficiency in Microsoft Excel
- PE/VC accounting experience preferred, can be through public accounting or asset management
- CPA or commensurate experience preferred
- High level of analytical ability, dependability, organization, and ability to hit deadlines
- Optimistic and willing to contribute where needed on the team