

# IRONWOOD

## **FUND ACCOUNTANT**

### **About Ironwood**

Ironwood Capital Management (“Ironwood”) is a San Francisco-based alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$3.4 billion in private and registered funds for a diverse client base of high net worth individuals and institutional investors. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on and low correlation to broader debt and equity markets. Ironwood is 100% employee owned, with offices in San Francisco and Chicago.

### **Job Description**

Accounting role focused on supporting Ironwood’s investment funds.

### **Responsibilities**

- Reconcile cash in Fund bank accounts
- Record and reconcile investor capital activity and Fund investment activity
- Process transactions related to the Funds’ investments and lines of credit
- Record investment performance
- Review and record Fund expense accruals
- Work closely with administrator on the monthly close process, including performing reviews and preparing reconciliations
- Provide support and coordination for Funds’ audit and tax inquiries
- Assist with the preparation of annual financial statements and other regulatory filings
- Monitor and organize Accounting Department email inbox
- Maintain organized and thorough accounting documentation
- Perform other related tasks or projects as assigned

### **Skills & Requirements**

- Bachelor’s degree or equivalent
- 2+ years of professional experience
- Strong and demonstrated interest in Accounting
- Strong attention to detail and outstanding organizational skills
- Strong Excel skills (pivot tables, vlookups, sumif functions, etc.)
- Strong problem solver with a willingness to learn and take on challenges
- Ability to work independently to meet deadlines & complete projects

### **Application Process**

- Please send resume to [resumes@ironwoodpartners.com](mailto:resumes@ironwoodpartners.com)
- Candidates must complete a case study (approximately 1 – 1 ½ hours) to gain a better understanding of the day-to-day job responsibilities.