



Controller

The firm seeks to add a Controller to its Operations team that will support the CFO and Edgehill's senior leadership. The Controller will play an important role in maintaining the firm's finance and accounting infrastructure and assist in overseeing the operational aspects of managing the clients' endowment portfolios.

Responsibilities include:

- Assist senior members of the firm with the ongoing institutionalization of processes and procedures surrounding the firm's finance, accounting, and human resources functions
- Review and improve the internal control environment related to management accounting procedures through the enhancement and management of accounting systems
- Oversee and approve all expenses through careful oversight of payments to vendors, service providers, and handling of employee reimbursement requests
- Support the accounts receivable and treasury functions, including the accurate calculation and invoicing of client advisory and incentive fees
- Assist with the processing of payroll, inclusive of onboarding new employees and 401k administration
- Compile management financial statements for internal presentation and discussion
- Participate in the firm's budgeting and forecasting processes and proactively oversee any necessary adjustments to future projections
- Prepare supporting materials for state and federal income tax returns and estimates
- Assist with the administration and monitoring of the firm's insurance providers
- Participate in reviews of existing service providers and recommend and implement changes
- Partake in the treasury process for clients, inclusive of the movement of funds related to investment transactions, subscriptions, capital calls, redemptions, gifts, and spending
- Facilitate the execution of investments in client portfolios, participating in the preparation of subscription and redemption documents, AML/KYC requests, and post-trade confirmation and settlement processes related to brokerage transactions
- Assist in the annual audit process for each client and work directly with our clients' treasury and finance departments and outside auditors as necessary
- Take part in the client reporting cycle, inclusive of monthly pricing, review and approval of administrator NAV reporting packages, and validation of performance reports

Necessary Skills and Abilities:

- High ethical standards, impeccable integrity, and a desire to put client interests above all else
- Highly energetic and results-driven, with a strong work ethic
- Intellectual curiosity, a desire to challenge existing processes and seek continuous improvement
- Decisive judgment and good intuition in approaching operational challenges

- Ability and desire to serve in a role that requires thoughtful communication with clients and external stakeholders
- Understanding and fostering a culture of compliance as a registered investment advisor
- Desire to build relationships within the firm and with external stakeholders
- Excellent quantitative skills and attention to detail
- Knowledge of general investment principles and characteristics of various asset classes
- Superior organizational skills and an ability to meet tight deadlines in a fast-paced environment
- A critical thinking mindset and exemplary problem-solving skills
- Ability to manage multiple tasks, set priorities, and adapt to changing assignments
- Exceptional interpersonal, written, and verbal communication skills
- Demonstrated ability to work independently as well as a desire to work as part of a collegial team

Qualifications and Experience:

- Bachelor's degree in Finance or Accounting and a CPA. Knowledge of GAAP accounting principles related to investments preferred
- 7+ years of total relevant work experience in the investment management industry with responsibilities in an accounting function at an asset manager. A combination of public accounting as well as management and fund accounting experience highly desirable
- Advanced Excel skills, proficiency with accounting software, and an aptitude to learn other tools and analytics systems

How To Apply:

Eligible candidates should submit a resume and cover letter explaining their interest and qualifications to info@edgehillendowment.com. Edgehill offers a competitive compensation package that will be commensurate with experience. Edgehill is an equal opportunity employer.