About Evolved LLC

At Evolved, we help business owners protect their credibility, relationships, and profits with full-service business, tax consulting, recurring accounting, and fund admin services. Whether investigating the most complex situation or simply helping tackle the nuts and bolts of accounting and tax regulation, we are an experienced and agile team that ensures it gets done right.

We are currently seeking a highly motivated individual with proven business and technical acumen for the following role:

Senior Manager – Fund Administration (Financial Services)

Job Summary:

As a Senior Manager, you will provide all aspects of the planning, preparation, and review process for all engagements. You will provide quality, responsive services, and work products to ensure client satisfaction and achieve team goals. Through your understanding of complex accounting concepts, you will collaborate with the engagement team and client management to prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP). You will also analyze information to assist in the development of recommendations and implementation plans for complex engagements and decision-making areas. Maintain client relationships and assist firm leadership in identifying new work and in obtaining new engagements. Our culture focuses on leadership at all levels; therefore, you will be expected to demonstrate the ability to develop, motivate and mentor staff.

Job Duties and Responsibilities:

- Provide fund accounting services to clients, including conducting financial reporting and tax accounting per GAAP and GAAS for investment funds, investment companies, endowments, families, and registered investment advisors.
- Review clients' entities from investment and partnership accounting, operations, IT, and compliance perspectives.
- Review waterfall calculations, expense allocation policies and other items pertaining to private equity fund accounting.
- Serve as subject matter resource for the intricacies of private equity and PE Fund-of-Fund investment funds, regulatory and financial statement reporting
- Extensive hands-on involvement in preparing and reviewing work papers, investments, accruals, financial statements with footnotes and investor allocations
- Identify and mitigate risks at highest level of escalation and ensure key stakeholders are kept informed about progress and expected outcomes

- Obtain a detailed understanding of the client's partnership agreement(s) and how to apply it to deliverables
- Review quarterly and annual financial statements and associated work papers, including management fee and carried interest calculations
- Oversee day-to-day cash and investment transactions and approve journal entries in accounting software
- Review investor cash flow notices and corresponds with investors
- Meet impromptu requests from clients and partners/ investors
- Coordinate with external auditors and tax department
- Progressive responsibilities include supervision, training and evaluation of accounting staff assigned to engagements
- Manage, direct, and monitor multiple client services teams on client engagements.
- Manage, develop, train and mentor assigned staff on projects and assess their performance for both engagement and year-end performance reviews.
- Work closely with partners and other staff on client management, practice development and business development activities.
- Maintain active communication with clients to manage their expectations, ensure client satisfaction, make sure deadlines are met and lead change efforts effectively.
- Consult, collaborate with, and service clients to make recommendations on business and process improvements, and serve as a business adviser to client.

Qualifications:

- Bachelor's or master's degree in accounting, tax, finance, or other closely related field
- Excellent analytical, technical, and accounting/technology skills with proficiency in US GAAP.
- Exceptional client service and communication skills with a demonstrated ability to develop and maintain outstanding client relationships, is expected.
- Strong leadership, business development, training, coaching, and mentoring skills, are preferred.
- Excellent written, interpersonal and presentation skills are required.
- 8+ years of experience
- Proficiency with Microsoft Office applications
- Ability to multi-task and meet deadlines
- Meticulous attention to detail
- Strong work ethic
- Strong organizational and analytical skills
- Thrive independently and as part of a team
- CPA certification preferred
- Private equity work experience preferred
- Prior supervisory experience preferred

What we offer:

- Generous PTO and firm-paid holidays.
- Competitive benefits package including 401(k) employer contribution of 6% and 100% paid employee only medical coverage.
- Firm-sponsored trainings and investment in external trainings.
- Fun firm-sponsored events like semi-annual outings and networking events.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.