



FUND CFO

Location: Chicago, IL

Job Description: Prospect Partners seeks qualified candidates for a fund-level CFO. As a valuable member of our team, the CFO will take an active role in leading Prospect's fund-level finance, accounting and compliance functions. This role reports to the partnership of the firm.

Qualifications: This opportunity is ideal for a candidate with fund accounting experience who is looking to move into a senior leadership role. We seek a highly motivated candidate with the experience to hit the ground running. Candidates should possess strong analytical skills (including accounting acumen and financial modeling), excellent interpersonal and communication skills, and the desire to be part of an entrepreneurial organization. The willingness to be proactive and self-directed, dig deep into details, solve problems, propose solutions and contribute to the success and culture of the firm are key attributes.

Key Responsibilities:

- Cash management, banking, fund administration, compliance, insurance, tax, audit and reporting functions
- Preparation of monthly and quarterly financial statements
- Create and manage investment and portfolio valuation analyses and reports
- Work with third-party advisors, including audit and fund administrators, on audit, tax and reporting processes
- Manage other key third-party advisers including SEC compliance, banking, insurance and human resources
- Administer capital calls, ACHs/wire transfers, cash management and account reconciliations
- Manage LP communications, diligence requests and reporting including both standard and custom requests
- Special projects as needed

Target Requirements:

- At least 8 years of work experience, including experience working in a similar role with a private equity, mezzanine or similar investment firm
- Experience in regular financial reporting, administration and fund accounting
- Able to be flexible and responsive to internal and external requests
- High attention to detail
- Experience with Microsoft Office, QuickBooks and other industry systems
- Undergraduate and/or graduate degree in accounting or related field; CPA preferred but not required

Interested candidates should send a resume to: recruiting@prospect-partners.com

About Prospect Partners

Prospect Partners is a Chicago-based private equity firm focused exclusively on partnering with entrepreneurial management teams in high potential companies. The principals of Prospect Partners have worked together since 1998 and have completed more than 150 acquisitions, including more than 50 platform companies. We take a hands-on, partnership-oriented approach to working with our management teams and helping them accelerate growth. Learn more at: www.prospect-partners.com.