



STONEWEG

## FUND FINANCIAL MANAGER

### COMPANY:

Stoneweg US, one of the nation's fastest growing multifamily real estate investment and development companies, is currently seeking to hire an attorney with 4-9 years of experience in real estate funds and corporate transactions. Stoneweg US serves as exclusive investment manager of Varia US Properties AG, a Swiss, publicly traded real estate fund (SIX Swiss Exchange ticker: VARN) and also partners with US and international equity investors to acquire and develop multifamily assets in markets with strong population growth and positive trending economic conditions. The Stoneweg US team challenges the conventions of real estate investment through a research-driven, results-oriented approach that has led to the successful deployment of over \$500 million of equity and the acquisition of over 18,500 multifamily units since 2016. The Company plans to remain focused on this aggressive growth strategy for 2021 and beyond.

### POSITION:

The Fund Financial Manager will perform a wide variety of finance and accounting duties including preparing, maintaining and reconciling financial transactions and reports for fund ledgers, assist with the monthly accounting close process, assist with external audits / reviews and have significant interaction with third parties and investors. The position will work closely with the Controller on the Stoneweg GP Fund, started in 2020, drive investor focus, to streamline processes, manage outsourced Fund functions, and grow internal relationships cross-functionally in order to execute fund activities. This role is heavily focused on the Stoneweg GP Fund (and new investment funds as they are developed) and the needs of this fund including: investor reporting, investor relations dashboard, understanding and executing legal agreements, coordination of distributions and capital calls, and equity validations. This position will also work with Stoneweg asset managers that oversee our multifamily portfolio. This will be an exciting new role with opportunities to take on additional responsibility as the Company continues to grow. This position will report to the Controller in our St. Petersburg, FL corporate office.

The ideal candidate will be heavily investor focused as well as be deadline driven, have a strong attention to detail as well as build and foster relationships inside and outside the organization. The candidate will be an energetic, motivated self-starter with a hands-on approach. This person will be results-oriented and able to excel in a fast-paced, entrepreneurial environment that requires one to be able to adjust to shifting priorities and accomplish multiple tasks.

### RESPONSIBILITIES:

- Address investor requests / questions in timely way.
- Prepare promote / waterfall calculations.
- Analysis of property / fund performance of actual vs. budget vs. investment underwriting.
- Enhance investor KPI reporting, development, and tracking.
- Manage quarterly distribution process and asset management fees.
- Assists with monthly, quarterly and year end close activities, from balance sheet/cash account reconciliations to financial statement preparation for corporate / consolidated ledgers.
- Drive completion of legal abstracts for each investment.



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- Assist with the preparation of monthly limited partner financial packages and submit timely to the Controller for review and approval to finalize reporting within the proper time frame.
- Work closely with third party accounting and investor portal firms to ensure all reporting / distributions / contributions deadlines are met and key information is maintained / updated on the investor portal.
- Work with third party tax return preparers to review returns / K-1's for reasonableness.
- Assist with the review and preparation of the quarterly fund reporting, including drafting of management reporting.
- Lead required annual requirements including coordination of valuation specialists, external audit/reviews and third-party tax return preparers.
- Compile and process time-sensitive analysis during monthly close.
- Responsible for maintaining as well as designing and implementing change improvements for the funds accounting function.
- Interact with our finance colleagues in Switzerland on various financial and reporting projects on an as needed basis.
- Assist in the management of third party, outsourced accounting functions.
- Perform special financial analysis and research records as directed.
- Review GAAP statements when needed to ensure financial statement accuracy.
- Assist in budget preparation and reporting.
- Assist with preparation of audit schedules for external auditors as needed.
- Work with others in accounting and other departments to assist and solve problems / issues.

### **REQUIREMENTS:**

#### **Education/Job Experience:**

- Bachelor's Degree in Finance, Accounting or Economics required (Master's preferred)
- Experience with fund accounting, valuations, and investor reporting
- Ability to read and interpret legal and corporate agreements and document reporting hierarchy
- CFA / CPA highly preferred
- Exceptional interpersonal / communication skills
- Accounting experience a plus
- 5+ years' experience in very relevant roles

#### **Skills/Knowledge/Qualities:**

- Desire to own processes and actively engage in process improvement efforts with input from team members
- Knowledge of investor reporting portals (e.g., Juniper Square) a plus
- Advanced knowledge of Excel required
- Self-starter with little supervision needed
- Ability to adapt to change and solve problems
- Experience with Yardi a plus
- Proactively engage in process improvement/automation
- Ability to communicate effectively with others in a professional manner
- Ability to effectively compose business correspondence and other related materials



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- Organized, detail oriented, and exceptional time management skills are required
- A desire to learn and take on increasing levels of responsibility.

**COMPENSATION:**

The chosen candidate will receive a competitive salary, bonus eligibility, and an excellent benefits package which includes medical, dental, vision and a matching 401(k) plan.

**CONTACT:**

Qualified candidates should email their resume to the following address: [jennifer.eager@stoneweg.com](mailto:jennifer.eager@stoneweg.com)

January 2022

***NOTE: This job description is inclusive of but not limited to the job specifications contained herein. Additional duties or job functions may be required as deemed necessary by the Controller.***

It is the policy of Stoneweg US to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Stoneweg US will provide reasonable accommodations for qualified individuals with disabilities.