



### **Job Description – Manager, Fund Administration**

White Oak Partners is a growing multifamily real estate investment firm with over \$2.8B AUM. We look for performance-driven individuals with passion and focus who thrive in an environment of collaboration, open communication, and transparency. We are looking for a Manager to join our growing Accounting team.

The Manager, Fund Administration will be responsible for assisting the Fund Administration team in creating accurate and timely financial reporting and records for various real estate funds. The responsibilities of this role include drafting and maintaining policies and procedures, assisting the management team to drive understanding of technical issues and process changes in the organization, and preparing all aspects of monthly partnership reporting, assisting with investor inquiries, GAAP/IFRS reporting issues, compliance related matters, tax items and all other accounting issues. This position is charged with executing financial reporting, management reporting, investor reporting, tax/statutory compliance, internal audit projects, valuation items, and other various projects to support the administration of all funds.

#### **Essential Duties**

- Prepare consolidated, partnership level financial statements for inclusion with monthly and quarterly investor packages prior to issuance
- Perform monthly closing for various funds including all supporting schedules where applicable
- Prepare and upload fund level journal entries as needed
- Monitor fund level cash balances and ownership/fund level expenses on a monthly basis
- Demonstrate a working knowledge of waterfalls in order to assist calculating, analyzing and reporting on performance returns for both investors and senior management
- Maintain accurate records for investor subledgers, including capital calls and all distributions
- Assist with the annual budgets for all fund related expenses
- Work with and review monthly/quarterly deliverables from a third-party fund administrator
- Assist with audit and tax support for year-end audit report completion and various tax filings
- Assist with third party appraisal engagements
- Participate in special projects and perform ad-hoc analyses as deemed necessary by various investors and senior management
- Act as a resource for the accounting team on the White Oak reporting infrastructure and provide input on various policies and procedures
- Provide assistance for timely and accurate responses to investor questions, ensuring resolution
- Provide support to treasury as required
- Assist in Internal Control efforts:
  - Improve controls over company's closing process, including JE preparation, account reconciliation processes, etc.
  - Assist in the preparation of SOC related control sets and provide assistance annually during independent audit of the White Oak internal control environment.

## **Knowledge, Skills and Required Abilities**

The ideal candidate for this position will thrive in a highly entrepreneurial, fast-moving environment. This self-starter should be an enthusiastic team player, maintain a continuous improvement mindset, and possess an ability to manage multiple priorities.

- 7 to 10 years of progressive accounting experience, preferably a combination of public and private experience
- Bachelor's degree required, Masters preferred depending on experience
- CPA designation a plus, but not required
- Sound foundation of accounting and a strong accounting background possessing a high level of financial and analytical skills across multiple areas of responsibility, including tax matters and statutory reporting
- Strong understanding of GAAP, IFRS, consolidated financial statements and tax concepts
- Software experience in Yardi, MRI, FAS, Workday, Juniper Square, MS Dynamics GP, or similar software a plus
- Ability to operate with a high degree of flexibility, adaptable to changing demands
- Knowledge and ability to effectively perform tasks using Microsoft Office products (Excel, Word, etc.) and other company utilized systems, programs and software
- Self-starter and can work well independently as well as with others on a team
- Strong attention to detail and analytical ability to solve various problems as they arise
- Strong understanding of, and ability to interpret various legal documents (i.e. Partnership and Operating agreements, loan documents, swap agreements, etc.)
- Strong oral and written communication skills in a collaborative team environment
- Client focused approach to work
- Work in a fast-paced, deadline driven environment and manage well through ambiguity and complexity
- Self-motivated individual with high degree of responsibility, sense of urgency and accountability.

*Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.*