



Our company is growing and we have a fast-paced, entrepreneurial and professional environment. We offer outstanding benefits and we are located in The Cira Centre which is accessible to all forms of public transportation.

## CONTROLLER

### Summary of Responsibilities

- Manage and perform daily, monthly, quarterly and annual accounting, reporting and tax compliance functions.
- Maintain schedule of investments and legal tax and accounting support for every portfolio investment.
- Review partner capital calls, distributions and investor financial reports.
- Provide fundraising support, due diligence and closing documentation.
- Prepare budgets for management companies along with monthly comparisons of budget to actual results. Essential for this person to be proactive on budget issues.
- Manage bank relations and investor subscription facility.
- Responsible for fund compliance with the partnership agreements, Investment Company Act and other legal and regulatory requirements.
- Prepare fund financial reports for weekly meetings.
- Assist and support Senior Controller or Chief Financial Officer and general partners in special projects. Gather and analyze data and prepare recommendations.

### Qualifications/Skills & Knowledge Requirements:

- Degree in Accounting /Related Field.
- Four to seven years of relevant experience.
- Strong problem solving, communication and organizational skills.
- Advanced working knowledge of computer general ledger packages and Excel.
- Ability to work and contribute to a team-building environment.



We offer an attractive benefits package including medical and dental, long and short-term disability, life insurance, a 401(k) Plan, paid holidays and a generous paid time off policy.

Please e-mail resumes to [HR@icpartners.com](mailto:HR@icpartners.com) fax your resumes to 215-399-4469 or mail your resume to:

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