Broadscope Fund Administrators, LLC

Title: Staff Accountant

Location: Paramus, NJ

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: A Staff Accountant interacts with all levels of Broadscope personnel. Therefore, strong interpersonal skills, as well as, strong written and verbal communication skills are required. Candidates must have strong computer skills, particularly with MS Office products and most importantly MS Excel. Candidates must demonstrate initiative, perform well under pressure and have the ability to handle multiple projects simultaneously. Working within a team, a Staff Accountant handles the day-to-day accounting and related administration for various client sponsored investment funds.

Primary Responsibilities:

- Prepare and record general journal entries, including periodic investment income and expense accruals
- Manage accounts payable and process cash disbursements
- Maintain general ledger, including preparation and update of system generated financial statements and other accounting reports
- Prepare bank, custody and other account reconciliations
- Reconcile and review accounting activity for reasonableness
- Prepare periodic investment fund calculations including, capital calls, management fees, investor income allocations and distributions
- Prepare investment related accounting entries including, portfolio purchases and sales and recurring investment income accruals
- Assist with the preparation of quarterly and annual financial work paper packages to support interim and year-end financial statements.
- Assemble documentation and information to assist with the year-end audit process
- Assist with the preparation of annual book to tax reconciliations
- Handle other special projects as required

Qualifications: Bachelor’s degree in Accounting. Prior experience is a plus but not required.

Application Instructions: Please send cover letter and resume to Careers@BroadscopeFA.com
About the organization:

Broadscope Fund Administrators, LLC is an administrative partner for Private Equity Fund Managers. Broadscope uses a high touch, boutique style model to provide full-service administration to private equity fund managers. Broadscope’s premium service model is based on direct access to senior management, robust quality controls and innovative technology. The Company’s founders and senior employees have significant industry-specific experience and knowledge of a broad range of private equity fund types and structures. The Company prides itself on the experience of its senior team, which forms the basis of Broadscope’s personalized service offering.