**BlackRock**

**Title:** Business Operations Intern  
**Location (address, city, state):** Princeton, NJ  
**Job Type:** Co-op/Internship  
**Compensation Type:** Hourly  
**Wage (optional):**

**Start Date:** 6/1/2017  
**Close Date:** 5/28/2017

**Job Description:**

The Global Fund Services Team acts as the interface between the Private Equity funds' investment professionals, Limited Partners, and external contacts, such as Accounting Outsource Provider, Custodian bank, Auditors, Tax professionals, third party distributors, etc. for BlackRock’s Private Equity Funds’ platform of over 140 Private Equity Funds (both fund of fund and direct private equity co-investment products). The Limited Partner base is comprised of both high net worth retail and institutional clients, including offshore clients. The Global Fund Services Team concentrates on supporting all aspects of Private Equity operations and financial reporting of such funds. We focus on “Controller-type” activities, adding value by operating strategically in providing product oversight and issue resolution, enhancing controls and operational efficiency, while coordinating the work of the Accounting Outsource Provider, rather than the performance of day-to-day bookkeeping tasks. This position is Princeton, NJ-based and will report directly to a Vice President. The Princeton Global Fund Services Private Equity Team, which is made up of the Accounting/Oversight Team and the New Product and Change Management Team is led by a Managing Director and by year end is expected to be comprised of two Directors, nine Vice Presidents, seven Associates and an Administrative Assistant. In addition, also part of the team will be a Vice President and an Associate, situated in Wilmington, DE, who will be responsible for investment onboarding, oversight, reconciliation and valuations. The Princeton based Global Fund Services Private Equity Team sits alongside the home office of the Private Equity Fund Investment Management Team.

**Primary Responsibilities:**

The Intern will be responsible in assisting in the operational and accounting support for certain Private Equity Funds. These responsibilities include:

- the accounting and financial reporting functions of certain Private Equity Funds, including the coordination with the Accounting Outsource Provider, culminating in the preparation of daily,
weekly, monthly, quarterly and annual deliverables inclusive of monthly NAVs and quarterly and annual financial statements.

• the treasury function of assigned funds including analysis of investment capacity, long and short-term liquidity and cash requirements (resulting in the determination of the timing and amount of capital calls and distributions), expense budgeting (liquidity review), accruals, vendor payments, foreign currency issues (including hedges) and liquidation of in-kind distributions.

• liaison with each assigned Fund’s independent auditor, as applicable

• Preparation and dissemination of each assigned fund’s Limited Partner reporting including: capital call notifications, distribution notifications, capital statements and financial statements.

• Responding to ad-hoc financial questions and requests from Limited Partners, Fund Management Business Operations Management and BlackRock Corporate Finance.

In addition, we would like the intern to gain a conceptual understanding of how the group works and how they fit within GFS as well as alongside PEP. We would expect the intern to assist VPs and associates with daily "business-as-usual" work as well as specific projects. Day to day work includes but is not limited to the assistance of preparation of cash management materials, review of transactions for monthly AUM calculations, quarterly workpaper package review, CTS data entry, and the review of partner deliverables such as call notices, distribution notices, and partner capital statements.

**Qualifications:**

1. Accounting degree in process
2. Good organizational and communication skills, both written and oral;
3. A degree of proficiency in Microsoft Excel; Knowledge of Microsoft Word;
4. Ability to prioritize and juggle workload, strong analytical/problem solving skills w/ attention to detail;
5. Good time management skills; keen sensitivity to deadlines on both long-term and short-fuse projects required;
6. Self-starter mentality with a hands-on “roll up the sleeves” approach, work independently; the desire to take on “stretch” projects;
7. Ability to be a team player and maintain good working relationships with all contacts

**Application Instructions:**
Disclaimer Information

About the organization:
BlackRock was founded over 28 years ago by eight entrepreneurs who wanted to start a very different company. One that combined the best of a financial leader and a technology pioneer. And one that focused many diverse views on a singular purpose: making a difference in the lives of the parents and grandparents, the doctors and teachers who entrust us with their money—and their futures—every day.

Blackrock Alternative Investments (“BAI”):
BAI offers access to a spectrum of alternative investments including hedge funds, private equity and real estate. BAI takes a consultative approach to helping corporate and public pension funds, central banks, sovereign wealth funds, and endowments and foundations worldwide build alternatives portfolios.

Private Equity Partners (“PEP”):
PEP, originally founded in 1999 and augmented by two acquisitions (Quellos Private Capital in 2008 and Swiss Re Private Equity Partners AG in 2012) manages more than $17 billion in private equity commitments. The Investment Team includes 114 professionals, including 35 investment and other senior professionals, with offices in Princeton, London, Zurich and Hong Kong.

Disclaimer information: