



Assistant Controller

For consideration, interested candidates should send a resume and cover letter directly to lferguson@arrowmarkpartners.com.

Position: Assistant Controller

Location: Denver, CO

Industry: Investment Management

Role Description: ArrowMark is looking for an Assistant Controller to support ArrowMark's Private Funds. Primary responsibilities will include:

Private Funds:

- Perform initial review of partner allocations and waterfall schedules as provided by third party administrator.
- Monitoring/initiating treasury function by monitoring capital activity including capital calls, distributions, subscriptions and redemptions.
- Review of calculation of quarterly distributions, incentive and management fees as provided by third party administrator.
- Management of monthly fund expense compilation, allocation, and payment.
- Oversee separately managed account setup, monthly reporting requests, and performance.
- Coordinate with third party middle office vendor, compliance, fund administrator and deal team stakeholders in the set up and monitoring of all private investments.
- Work with the Controller to plan and coordinate the annual financial reporting timelines for the funds with third-party administrator, auditor and tax team.
- Review financial statements and footnotes, ensuring consistency with appropriate reporting framework.
- Review partnership tax returns and coordinate with the Controller to review investor K-1s.
- Manage and monitor the timely delivery of quality client deliverables.

Experience, Qualifications and Skills:

- Bachelor's degree required, with degree (or significant coursework) in Accounting, Finance, or Economics preferred.
- 5-7 years of fund accounting or administration experience.
- Familiarity with private fund structures, offering documents and fee arrangements
- Advanced with Excel, Bloomberg and Advent Geneva experience is preferred
- Exposure to security types such as public and private equities, CLOs, ABS, CMBS and private debt is preferred.
- Strong reasoning, decision-making, analytical and creative problem-solving skills
- Attention to detail, follows tasks through to completion and has a high sense of urgency.

Estimated Base Compensation¹: [USD] The base salary range for this position is \$75,000 -- \$100,000.

Annual Bonus Opportunity: Position is eligible to receive an annual discretionary bonus award. Individual bonuses are determined based on individual, team, and Company performance.



Benefits: ArrowMark is committed to offering eligible employees a full-suite of benefit options that includes comprehensive health and life benefits, 401(k) plan, flexible and health spending programs and access to a variety of voluntary benefits.

¹The posted salary range describes the minimum to maximum range for this job description in the state of Colorado. The salary range is posted in accordance with the Colorado Equal Pay for Equal Work Act. The salary range for this same position may be lower or higher in markets outside of Colorado. Actual pay may be different.