

Rice Park Capital Management LP (“Rice Park”) is a Minneapolis based alternative investment firm with deep roots in real estate and structured products. Rice Park provides capital, industry expertise, and support to its partners in complex situations through its venture capital, fixed income, and real estate investment verticals.

**Position Description:**

Rice Park is seeking a Financial Accountant to perform and ensure accounting and finance tasks are performed accurately and on-time. Duties include creating and posting journal entries, initiating wires/bank transfers, analyzing accounts and financial information, performing reconciliations, preparing accurate and timely financial reports/statements, and ensuring appropriate accounting controls are always maintained.

In addition, this role will assist with financial modeling efforts, key performance metric (KPI) tracking, and budget-to-actual comparisons to evaluate and monitor fund performance.

**Responsibilities:**

- Maintain accounts and records by managing disbursements, expenses and income; perform financial transactions, including (non-inclusive):
  - Wire initiation and processing
  - Payroll processing/coordination
  - Accounts payable/cash disbursements processing
  - Accounts receivable/cash receipts processing
- Perform fund accounting as required:
  - Prepare and monitor capital calls and distribution notices to limited partners
  - Prepare limited partner capital/investor statements
  - Maintain and prepare expense allocations between funds
- Compile and analyze financial information through preparation of reports, general ledger entries and journal entries
- Complete account reconciliations, such as; bank reconciliations, accounts receivable, accounts payable, and other balance sheet accounts for venture capital funds
- Prepare financial statements and required work papers to support the financial statements
- Working with external accountants, ensure proper and timely tax preparation and reporting
- Develop and maintain a thorough working knowledge of accounting software packages
- Support company licensing, insurance and bonding tasks
- Prepare annual budget and perform periodic forecasts; prepare budget-to-actual and forecast-to-actual comparisons to track performance
- Establish and communicate accounting policies by maintaining a thorough understanding of GAP and new accounting guidance as appropriate
- Maintain policies and procedures related to accounting and other recurring duties
- Develop and track key performance metrics and service levels agreed with business partners
- Monitor adherence to travel and expense policies by auditing reports
- Other related duties/projects as assigned

**Qualifications:**

- Keen interest venture capital investing in the FinTech space and private equity
- Experience in financial services industry preferred
- Undergraduate degree in Accounting or Finance
- 4+ years of experience in accounting/finance with strong analytical and accounting skills
- 2+ years of accounting experience with strong knowledge of generally accepted accounting principles
- Solid written and verbal communication skills
- Experience in standard Microsoft products with advanced knowledge of Excel and intermediate knowledge of PowerPoint
- Experience with QuickBooks (preferred) or comparable accounting software
- Ability to prioritize assignments and multi-task within time constraints
- Demonstrated ability to work with minimal supervision; ability to work and problem solve independently
- Ability to network and collaborate cross-functionally
- An aptitude for analyzing financial information and making proactive recommendations
- Interpersonal skills that allow you to work effectively with all levels of the company
- A positive cooperative service attitude with the ability to offer alternatives
- Skilled at understanding processes and initiating process improvements, able to educate other on those processes
- Self-motivated individual capable of working in a fast-paced team setting
- Ability to balance multiple tasks under changing conditions and priorities.