



Rice Park Capital Management LP ("Rice Park") is a fast-growing, 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. Currently, Rice Park manages three distinct but complimentary strategies in the U.S. real estate and mortgage sectors:

- **Ventures Strategies:** Investments in early to mid-stage companies operating in the real estate and mortgage sectors where Rice Park can play an active role to create value for its investors and entrepreneur partners.
- **Mortgage Servicing Rights ("MSR"):** Investments in performing conventional MSR where Rice Park can leverage its significant investment and operational experience to create reliable, compelling yields for investors.
- **Credit Strategies:** Investments in residential transition loans ("RTLs") and other mortgage and real estate assets focused on dislocated, distressed, and mispriced markets where active asset management strategies can generate alpha.

Rice Park is looking for the right individual to join our team!

POSITION DESCRIPTION:

The Controller is responsible for the books and records of Rice Park, its Funds, and related entities. This is a hands-on position in a fast-growing investment management firm. In this context the Controller will have the unique opportunity to build the requisite financial infrastructure to support Rice Park as a best-in-class investment manager.

The Controller will report directly to the COO/CFO and work closely with all members of the Rice Park team across multiple disciplines (e.g., legal, investment/transaction management, and operations). In addition, the Controller will work directly with external accountants to perform audits and prepare tax returns as required.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain financial policies, procedures, controls, and reporting systems to ensure a strong control environment and facilitate timely/accurate financial reporting
- Prepare financial statements and required work papers to support the financial statements; coordinate financial audits with external accountants
- Work with external accountants to ensure proper and timely tax preparation and reporting
- Prepare annual budget and perform periodic forecasts; prepare budget-to-actual and forecast-to-actual comparisons to track performance
- Oversee external reporting to regulators, investors, and GSEs
- Complete account reconciliations, such as: bank reconciliations, accounts receivable, accounts payable, and other balance sheet accounts for entities supporting investment strategies
- 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
- Perform ad-hoc financial analysis to support business decisions
- Develop and maintain a thorough working knowledge of accounting software packages
- Evaluate and recommend insurance coverage for protection against property losses and potential liabilities; support company licensing, insurance and bonding tasks
- Evaluate resourcing requirements to maintain strong control environment and accurate/timely reporting
 - Hiring, training, and retaining skilled accounting staff (as required)
 - Implement fund administrator (as required)
- Other related duties/projects as assigned

QUALIFICATIONS:

- Degree in Accounting or Finance from four-year college or university, and five plus years of related experience and/or training, or equivalent combination of education and experience.
- Strong knowledge of GAAP
- Excellent computer skills, particularly advanced skills with Microsoft Excel for financial analysis
- Excellent communication skills both verbal and written
- Comfortable working in a high-growth, fast moving environment
- CPA certification or MBA strongly preferred
- 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

POSITION DETAILS:

This is a full-time position with competitive compensation (salary & bonus) and a comprehensive benefits package including health, dental, vision and matching 401K program.