Full description

BGV is a Menlo-Park based venture capital firm that invests in AI, enterprise SaaS, and cross-border innovation. We are looking to hire a Sr. Accountant to support its growing operations. The person in this role will have significant responsibility for managing the day-to-day financial operations of the organization.

Responsibilities will include

• Maintaining the general ledger for all funds.

• Prepare fund and management company financial statements and reconciliations of all accounts.

• Assist in capital call process. Maintain investor’s capital accounts.

• Managing all other routine correspondence related to accounting matters.

• Implementing and executing a regular quarterly fund reporting process.

• Maintaining the general ledger and managing payables for the management company.

• Managing the annual budgeting process for the management company.

• Prepare cash on hand analysis and other ad hoc analyses as needed.

• Managing the preparation of annual tax returns, including K-1s.

• Serving as the day-to-day contact point for auditors.

• Assist with HR such as payroll, 401k, and other administrative tasks.

• Working with the Chief Financial Officer to implement best practices within the finance and accounting organization.

Requirements:

• Bachelor's degree in accounting or finance required, CPA a plus

• 4-6 years of public accounting and/or private equity equity/ venture capital accounting experience.

• Significant preference for experience working with or in venture capital firms and an understanding of typical waterfalls within capital structures for venture-backed companies.

• An understanding of valuation concepts for venture-backed companies

• Has a strong work ethic with a sense of urgency. Can meet deadlines.

• Self-starter and pro-active.

• Understands the importance of culture within an organization