

## **Twin Brook Capital Partners**

### Fund Controller

#### **Responsibilities:**

- Oversee all Accounting functions for a Middle Market Direct Lending strategy located in Chicago, reporting directly to the CFO
- Manage a team of 5-6 individuals across Fund Accounting and Reconciliation/Control
- Responsible for the overall financial reporting process, including but not limited to monthly performance estimates, close packages/NAVs, expense accruals and allocations, partnership waterfall allocations, Fund return and KPI metrics, etc.
- Manage capital call and distributions processes, in partnership with investor services and the finance teams
- Work with the finance and treasury teams on liquidity management and leverage facilities
- Oversee the investor reporting process, including quarterly investor statements, annual audited financials, due diligence requests, and other ad hoc investor reporting requirements
- Support the business development function and participate in investor meetings
- Review and oversee the reconciliations and control functions of the firm
- Coordinate and complete the annual audit process with the firm's external auditor
- Produce management reporting for internal stakeholders
- Coordinate with parent company's compliance team to satisfy all regulatory reporting requirements, such as Form PF, ADV, AIFMD as well as 10Q/10K filings for the firm's BDC

#### **Requirements:**

- BS/BA in Accounting/Finance
- 9-12 years of experience, preferably with BDC or Private Fund background
- Bank Debt/Credit product knowledge preferred
- Advent Geneva general ledger experience preferred
- Prior managerial experience, in public accounting and/or industry
- CPA preferred
- Wall Street Office knowledge a plus
- Systems integration experience/project management a plus
- Regulatory reporting experience a plus
- High level of proficiency with Microsoft Office Suite (particularly MS Excel)
- Must be self-motivated, self-directed and proactive
- Strict attention to detail, excellent communication skills, and strong organizational skills
- Must work well under pressure, with the ability to adequately prioritize and meet target deadlines
- Must demonstrate professionalism, and maintain the highest regard for ethical behavior and confidentiality

**To Apply:** Interested, qualified candidates please submit your resume and cover letter to: [recruiting@twincp.com](mailto:recruiting@twincp.com). Kindly specify which position you are applying for in the subject line.