

Private Markets Monitoring Analyst

Meketa Investment Group (“Meketa”) is a growing, independent investment consulting firm providing strategic investment advice to large institutional clients. Our private markets team oversees more than \$19 billion of commitments to the private equity, private debt, infrastructure, natural resources, and real estate asset classes on behalf of more than 50 clients, including large public and private pension funds. We provide a team-oriented, stimulating environment and outstanding benefits.

POSITION SUMMARY:

The Private Markets Monitoring Analyst works directly with clients, investment Analysts, internal consultants, and other Meketa private markets investment professionals to provide client service in a variety of ways. Primary responsibilities will include partnership monitoring, recording and analyzing transactions, performing reconciliations, and preparation of reports and statements. The position will also require participation in the development and refinement of reporting and operations processes. The Private Markets Monitoring Analyst will participate in a range of activities, including: reviews of annual financial statements and partner capital account statements to assess accuracy and compliance, recalculation of fees charged by investment managers, responding to client inquiries and requests, preparation of client service plans, calendars, and timelines, supporting the growth of Meketa’s private markets business, attending client presentations, and working on proposals/contracts.

The Private Markets Monitoring Analyst is expected to progressively increase his or her level of knowledge regarding calculations and processes related to capital calls, management fees, carried interest and distribution waterfalls, and preparation of financial statements. As the Private Markets Investment Monitoring Analyst masters the position’s core responsibilities, he or she will have additional opportunities to formally contribute to the investment team.

The Private Markets Monitoring Analyst works closely with senior private markets investment professionals in carrying out the position’s duties.

REQUIREMENTS:

- Bachelor’s Degree in Accounting or related field.
- Near expert in all aspects of private markets fund accounting.
- CPA a plus.
- 2+ years experience with private equity or real estate fund accounting.
- 2+ years experience in private equity operations management.
- Familiarity with preparation and review of capital call and distribution calculations, management fee calculations, carried interest and distribution waterfall calculations, and preparation of financial statements.
- Strong knowledge of partnership accounting.
- Knowledge of US GAAP.
- Ability to work under pressure and manage tight internal and client deadlines.

- Strong communication skills, including written, listening, and presentation abilities.
- Solid attention to detail.
- Solid client relationship management skills.

RESPONSIBILITIES:

- Be a subject matter expert on all private equity and real estate accounting.
- Client service activities, including recording and analyzing transactions, recalculation of fees charged by investment managers, reconciliations, and preparation of reports and statements.
- Participation in the development and refinement of reporting and operations processes.
- Make judgments related to whether private equity and real estate managers are following industry standard procedures and utilizing best practices for fund administration.
- Reviews of annual financial statements and partner capital account statements to assess accuracy and compliance.
- Responding to client inquiries and requests.
- Preparation of client service plans, calendars, and timelines.
- Business development through attendance of client presentations, work on proposals/contracts, and developing technology initiatives.
- Project management.