



Arlington[®]

FAMILY OFFICES

JOB DESCRIPTION STAFF ACCOUNTANT

Summary

Arlington Family Offices is purpose built to independently advise complex, high net worth families. Arlington's model is built on curating the very best people – people families can trust for generations to come. The firm advises on family assets exceeding \$8 billion. The Staff Accountant is primarily responsible for assisting with the accounting activities for Arlington's investment funds, corporate entities and other client activities as assigned.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Please note that this position is not restricted to the responsibilities below, and the job scope and responsibilities are subject to change.

- Develop a working knowledge of the structure, guidelines, and governing documents for clients, entities, and investments to facilitate proper administration and maintenance.
- Ensure transactions and journal entries are recorded accurately and are compliant with standard accounting procedures.
- Prepare and review month end financial statements for clients, corporate entities and investments.
- Identify exceptions and problems affecting accounting records and/or Investor accounts, communicate issues to management, and assist in their resolution.
- Assist with internal and external audits and preparation of compliance reports, tax returns, financial statements or other reports for clients, corporate entities and Arlington internal funds.
- Coordinate CUSIP setup in trust accounting system for new alternative investments.
- Coordinate setup of new investors.
- Coordinate all transfers of ownership. Prepare documents and ensure transfer is properly recorded and executed.
- Process capital calls and distributions and prepare related schedules and notices. Partner with custodian to ensure transactions are processed accurately. Ensure all activity is compliant with SEC and PPM restrictions and guidelines.
- Process unit adjustments and other free receipt/free delivery requests to ensure investment assets reconcile to capital balance statements and client directions.
- Assist with monthly and quarterly pricing of alternative investments and ensure prices are correctly captured in the trust accounting system.
- Assist with monthly and quarterly reconciliations of investor capital balance statements to the trust accounting system.
- Prepare all materials for quarterly Valuation Committee meetings.
- Collect K1s from underlying funds in Arlington investments.
- Assist with annual alternative investment tax basis adjustments.
- Upload tax documents to accountant tax portal, mail K1s, and notify trust operations of accountant contact information changes.
- Proactively communicate updates to relevant client service and investment team members.

- Adhere to internal control policies and procedures
- Follow established Arlington processes and procedures to ensure consistency in operations activities across clients
- Maintain organized electronic files
- Complete other requests as assigned

Competencies

- **Leadership**—Demonstrates initiative and enthusiasm. Conveys a positive attitude. Inspires others through example. Generates trust, protects Firm interests.
- **Teaming**—Supports and encourages other team members. Actively seeks input from others. Invests in success of entire team.
- **Interpersonal Skills**—Engaging, approachable, self-assured. Maintains positive relationships with peers and clients. Displays a high level of business maturity and professionalism.
- **Analysis/Decision Making**—Demonstrates understanding of overall problem and steps required to solve it. Demonstrates accuracy, thoroughness, and superior attention to detail. Willing to question own output. Goes beyond the obvious, intellectually curious.
- **Results Orientation**—Sets a very high personal bar for work product. Resourceful, tenacious, enthusiastic, and exhaustive when approaching problems. Takes ownership of driving work forward and follows projects through to completion.
- **Self-Management**—Comfortable setting direction with some assistance. Seeks and acts on feedback for self-development. Takes accountability for mistakes.
- **Communication**—Uses articulate and concise wording in written communications. Proofreads to ensure accuracy. Persuades on the basis of facts and reason.
- **Client Service**—Displays a can-do attitude. Builds a brand of dependability and trust. Sets appropriate expectations. Provides updates on status of work on a regular basis.
- **Planning & Organization**—Consistently hits deadlines. Organizes, multi-tasks, and appropriately prioritizes to fulfil requests with both long-and short-term response requirements. Leverages available resources to efficiently complete work.
- **Business Acumen**—Demonstrates expertise in essential duties and responsibilities. Takes into account links between own work and work of others. Seeks opportunities to learn about Firm and industry.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position:

- **Education and/or Experience**—Bachelor's degree from four-year college and 2+ years' accounting experience.
- **Computer Literacy**—Must possess strong working knowledge of PC environment and proficient knowledge of general ledger accounting software, Microsoft Outlook, Word, and Excel.
- **Service Focus** – Must enjoy working as part of a flexible work team in a dynamic, fast-paced, and demanding professional services environment

Procedure

To be considered for this position, interested candidates must submit a resume to Lisa Diehl at ldiehl@myafo.com.

Arlington Management Company, Inc. is an Equal Opportunity Employer.