



## CornerStone Partners Associate, Investment Operations Team

### Job Summary

As a member of the collaborative, highly skilled Investment Operations Team, the Investment Operations Associate will utilize their demonstrated accounting and client service skills to provide support to non-profit clients in pursuit of their missions. The Associate will have a clear path to hone and develop their skills in accounting and financial analysis. The position is well suited for career-minded professionals that are excited to apply and develop a variety of skills across accounting and finance disciplines, including investment performance, audit, tax, and finance. The successful candidate is accountable, unselfish, precise, and an agile learner.

We expect this position will generally operate out of our Charlottesville office, with some flexibility for offsite work following the training period.

### Core Responsibilities

Upon completion of training, the Operations Associate will have a wide range of responsibilities, including:

- Review of accounting and performance data provided by the custodians
- Preparation of monthly and quarterly client portfolio reports
- Maintenance of investment performance and analytical platforms
- Calculation and/or review of client performance returns and related metrics, such as:
  - Private equity investment account reconciliations and performance measures
  - Portfolio-level risk and exposure analysis
  - Performance attribution analysis
  - Portfolio liquidity tracking and cash flow analysis
- Investment-related client audit and tax support
- Investment transaction processing and other portfolio administration functions
- Special projects

### Required Skills/Abilities

- Excellent accounting skills with the ability to deal with high volumes of diverse information flows and to assimilate these into formats that are accurate, relevant and meaningful
- Exceptional client service skills, with the ability to serve clients and their service providers directly, as an extension of client staff
- Attention to detail and the ability to spot errors and work with extreme precision
- Aptitude and preference to thrive in a collaborative, team-oriented environment
- Superior interpersonal skills and the ability to communicate effectively on paper and in person
- Ability to work independently and adhere to strict deadlines
- Understanding of non-profit accounting and taxation helpful, along with experience and/or interest in the investment industry and financial analysis
- Proficiency in Microsoft Office, including Excel, PowerPoint and Word

### Experience & Education

- Minimum of 2 years of professional experience
- Minimum BA, BS or equivalent required, CPA or advanced degree helpful

### CornerStone Partners

CornerStone Partners, based in Charlottesville, Virginia, serves as the outsourced investment manager (OCIO) for nonprofit organizations. Our clients rely on the returns generated by their investment portfolios to fund their missions in areas such as health, education, and community-building. They hire CornerStone to manage their investment program, including full-scale back office operational and administrative support. The firm manages approximately \$11 billion (as of 6/30/2022) and has 30 employees including 9 operations professionals. CornerStone is a dynamic, growth-oriented firm committed to developing a diverse and equitable workforce.

### To Apply

Submit cover letter and resume to: Kristin Henningsen and Carrie Davis, Managing Directors, Investment Operations: [careers@cstonellc.com](mailto:careers@cstonellc.com)