

Operations Analyst – Job Description

Bow River Capital is a private alternative asset management company based in Denver, Colorado with approximately \$3.1 billion in assets under management as of December 31, 2022. Founded in 2003, the firm was established with a vision of building a world class, diversified investment management platform committed to the lower middle market. Bow River has four private fund platforms: Private Credit, Private Equity, Real Estate, and Software Growth Equity, and a registered fund, the Bow River Capital Evergreen Fund, which provides access to private market investments to a broad set of investors.

Bow River Capital has experienced significant growth during the last five years, with both assets under management and employee count increasing substantially. The firm has an entrepreneurial, fast-paced culture and has an aggressive growth plan in place for the coming years. This role has the potential for increasing responsibility as the Evergreen Team and Firm scale.

Role Description

Bow River Capital is seeking an Operations Analyst to ensure operational excellence and create leverage for the Evergreen Fund team as it scales. The Operations Analyst will be responsible for the calculation of the Fund's Net Asset Value (NAV) as well as ongoing portfolio monitoring and reporting. This individual will also coordinate with our underlying investments to track ongoing deliverables and reporting requirements. The Operations Analyst will also have the opportunity to work alongside the Portfolio Management team, Fund CFO and third-party service providers as he or she coordinates subscription agreements, fund reporting, board reporting, valuation, and investor updates.

Primary Responsibilities

- Lead the effort to calculate the Fund's NAV on a weekly basis alongside additional monthly and quarterly Fund reporting.
- Assist the operations teams with the annual audit and quarterly reporting for regulatory purposes.
- Collaborate cross-functionally with the Investment and Operations teams to manage the operational and accounting workflows for fund investments.
- Coordinate with the Investment team, underlying funds and sub-advisers to manage the flow of information including investment updates, capital call statements, capital calls and distributions.
- Partner with underlying funds and sub-advisers to develop scalable reporting and monitoring plans, coordinating with the Investment Team to relay key data and trends.
- Assist with the collaboration of daily portfolio data and work with the Portfolio Management team to identify cash positions and portfolio exposures.
- Log and manage underlying investment data in an internal database system where performance, NAV, and other key figures can be easily queried.
- Assist the firm in providing data as it relates to portfolio activity and commentary for quarterly board reporting, annual advisor contract renewal reporting, pitch books, quarterly fact cards, regulatory filings, and other relevant reporting needs.
- Lead and support special projects to strengthen and systematize internal operations.

Qualifications

- Self-starter with a mindset for complex problem solving and attention to detail.
- Highly motivated and tenacious individual, with a proven ability to take initiative and work independently and within a team.
- 1-2 years of work experience at an accounting firm, fund, administrator, investment fund or similar functional department with exposure to public and private equity and debt instruments as well as private funds.
- Interest in leveraging technology to automate processes and building robust systems to reduce manual entry and error.

- Demonstrated ability to multi-task, prioritize and achieve results within a team environment.
- Strong computer skills with expertise in Microsoft Excel and PowerPoint.
- Database management experience preferred.
- Bachelor's degree with a concentration in a finance or accounting-related field with a strong academic and extracurricular track record.

Compensation

Bow River Capital offers discretionary vacation and competitive health, insurance and retirement benefits. The salary range for this role is \$60,000 - \$80,000 plus an annual discretionary performance bonus. Years of experience and years in a similar role, among other factors, will be used to determine the actual salary.

Interested candidates should send a cover letter and resume to Careers@BowRiverCapital.com.