



Bow River Capital Senior Controller/Treasurer Job Description

Bow River Capital is a private alternative asset management company based in Denver, Colorado with approximately \$2 billion in assets under management. 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 three private fund platforms: Private Equity, Real Estate, and Software Growth Equity. In January 2021, the firm launched a registered fund, the Bow River Capital Evergreen Fund, which provides access to institutional-quality private market investments to a broader set of investors.

Bow River Capital's Finance team provides accounting and finance support to the firm's funds and the management company.

You can learn more about Bow River Capital [here](#).

OVERVIEW: The Senior Controller/Treasurer will work closely with the CFO to provide accounting support for the Bow River Capital private funds and management company. The ideal candidate will be hard-working, detail oriented, have a proven background in private fund accounting and partnership tax, as well as a desire to work in a growing, fast-paced environment where they can be involved in multiple aspects of the business. This role requires being in our Cherry Creek offices five days per week. Bow River Asset Management is a SEC-registered investment adviser.

Selected Responsibilities

- Lead fund management for private equity, software growth equity and potential future strategies: oversee and manage cash movements, fund accounting, tax and investor reporting. Internally manage the accounting for historic funds and co-invest entities
- Management of key third-party relationships: oversight of fund administrator, auditor, tax, and banking relationships
- Collaborate with investment teams on finance related tasks including deal funding, distributions, and tax
- Support Investor Relations function, including responding to LP inquiries, quarterly reports, confirmations, investor presentations and due diligence questionnaires, etc.
- Conduct fund level budgeting, forecasting and performance tracking
- Coordinate the quarterly valuation process. Ensure adherence to ASC 820 and internal valuation policies
- Assist with evaluating, documenting, and reviewing of internal controls, accounting processes and policies to comply with best practices
- Management and oversight of the accounting and financial reporting of the management company, including overseeing and reviewing the preparation of budgets, forecasts, and cash flows
- Oversee payroll processing and administrative duties relating management company
- Special projects working with the leadership team

Qualifications & Experience

- 10+ years of experience in public accounting or with an alternative investment firm
- Knowledge of flow-through tax structures, partnership and fair value accounting
- CPA/CFA preferred
- Outstanding attention to detail, consistency, and deadlines
- Able to organize complex tasks and set priorities

- Proactive and persistent in handling tasks and meeting new challenges
- Great interpersonal/communications skills and strong client service mindset

Salary Range¹: \$160,000 - \$200,000 with opportunity for annual discretionary bonus.

Benefits package including 100% employer-paid health, dental, disability, life and AD&D insurance. Eligibility to enroll in vision, flexible savings account, and more. Discretionary paid time off, parental leave, paid holidays and paid sick days. Eligibility for 401(k) with employer contributions after one year anniversary.

¹The estimate displayed represents the salary range for this role. Factors that may be used to determine actual salary may include years of experience and accounting and computer skills.

Interested candidates: please forward a cover letter and resume to careers@bowrivercapital.com

The information included in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job