



## SWIFT REAL ESTATE PARTNERS IS SEEKING A SR. FUND ACCOUNTANT IN SAN FRANCISCO, CA

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Swift Real Estate Partners is pleased to announce an exciting opening for a Sr. Fund Accountant to join our Accounting team at our corporate headquarters in San Francisco, CA.

### **About Swift:**

Founded in 2010 by Christopher Peatross, Swift Real Estate Partners is a real estate private equity firm focused on West Coast, value-add, office & industrial properties. Swift has a proven track record of providing superior risk-adjusted returns to its partners and recently successfully completed the fundraise of its 3<sup>rd</sup> fund.

### **POSITION OVERVIEW**

In Swift's fast-paced environment, you will be involved with conducting fund & corporate accounting, accounting and financial analysis, performance tracking, and investor & lender reporting. This is a dynamic position in an entrepreneurial and thriving environment that embraces diversity and inclusion.

### **RESPONSIBILITIES**

Your responsibilities may include, but would not be limited to:

- Performing day-to-day financial accounting at the corporate level, including booking journal entries, reviewing/approving accounts payable items, and preparing accounting schedules and reconciliations;
- Overseeing the accounting side of Swift's investment activity, preparing related journal entries for the Fund Controller's review;
- Managing lender compliance, reporting, and investment capitalization alongside Portfolio Management and Investments teams;
- Collaborating closely with the Portfolio Management and Investments team to prepare investor reporting materials, including quarterly reports and other investor requests;
- Preparing quarterly financial statements, annual audit reporting, and tax return preparation. This may include direct communication with external audit and tax preparers, providing them with prompt, complete and accurate information; and
- Ad hoc analysis required to support Portfolio Management and Accounting teams.

### **QUALIFICATIONS**

- Bachelor's Degree
- Prior experience in Accounting. [Previous experience in accounting for financial services companies or in Property/Fund Accounting in Real Estate preferred]
- Certified Public Accountant qualification preferred
- High level of proficiency in MS Excel, MS Word, and Yardi

### **KEY COMPETENCIES**

- Keen attention to detail with a strong commitment to preparing accurate work
- Ability to manage multiple projects and thrive in a fast-paced, deadline-driven environment
- Strong organization skills and attention to detail
- Ability to work well with others
- Comfortable working in a fast-paced environment, multi-tasking, and prioritizing workflow
- High level of professionalism in handling highly confidential information with discretion

We request that interested individuals please send a resume and cover letter to [recruiter@swiftrp.com](mailto:recruiter@swiftrp.com).