

**Genesis Park Management  
GP Capital Partners, LP  
Fund Accountant**

Opportunity: To join a 20+ year old private investment firm to execute on its third fund. This person will be part of a 6-8 person investment team.

Location: Houston, Texas.

Title: Fund Accountant.

Company: Genesis Park Management is a 20+ year old, operationally oriented private investment firm focused on acquiring, recapitalizing or providing growth capital to lower middle market companies. Genesis Park will be investing out of its third fund, GP Capital Partners, which is expected to be a Small Business Investment Company ("SBIC") with approximately \$275 million in capital.

Strategy: GP Capital Partners seeks to provide flexible capital solutions to privately held, lower middle market businesses with proven business models and seasoned management teams across a variety of structures including senior debt, subordinated debt, and preferred and common equity. The firm will target opportunities in the Southern U.S., predominately Texas and the Gulf Coast region.

Compensation: Competitive and commensurate with qualifications and experience.

Primary Responsibilities:

- Maintain the general ledger and all aspects of Fund, LP and Management Company accounting
- Prepare and review of quarterly SBIC reporting, GAAP financial reporting and investor capital statements for private funds
- Preparation of audited financial statements and annual audit coordination with the Fund's independent auditors
- Provide information and support for the annual SBA exam
- Work closely with investment team (Principals and Founders) and understand the impact of debt and equity transactions on financial reporting
- Drive analysis and support for capital calls and distributions - coordinating with CFO and Founders on the planning, preparation and execution of calls and distributions
- Prepare and maintain supporting schedules for partners' capital allocations and accounts
- Provide timely, accurate and meaningful fund and general business reporting and analysis to leadership
- Interact with portfolio companies to obtain standardized monthly financial reporting and metrics
- Assist with other administrative matters such as Fund Compliance, SBA reporting, Insurance, Payroll, HR, Benefits, etc

Qualifications:

- A bachelor's degree in Accounting
- At least 4-6 years (depending on type of experience) of relevant experience including fund accounting and preferably SBIC accounting experience.
- CPA Preferred
- Experience in running financial audits and coordinating with external auditors.
- Proficient in preparing capital call notices and maintaining capital call accounts for LPs
- Ability to work under pressure and meeting tight reporting deadlines
- Excellent written and verbal communication/presentation skills
- Uncompromising attention to detail
- Strong sense of accountability and personal responsibility
- High integrity and professionalism
- Self-starter with strong work ethic and ability to work independently
- Ability to work well with others in a collaborative environment