

Assistant Controller

Location: Atlanta with hybrid workplace schedule

Hire Date: Immediate

Hiring Manager: Michelle Hoffman, CFO

Contact: careers@sovereignscapital.com

Overview of Sovereign's Capital and the Assistant Controller

Sovereign's Capital is a premiere faith driven investment firm globally, with strategies including private equity, venture, public equities, real estate, and fund investing. Founded in 2012, Sovereign's mission is to "love God and love our neighbor through investing." We seek to partner with funds, companies, and real estate developments seeking to foster human flourishing and love of neighbor. Importantly, we are not a concessionary manager but seek at or above market returns in each strategy, while staying aligned with these values.

Please send a resume to careers@sovereignscapital.com, along with a cover letter or video describing your interest and passion for the work we are doing. Due to the volume of expected submissions, unfortunately we won't be able to respond to every inquiry.

Thank you in advance for your interest in joining the Sovereign's Capital team!

Qualifications for this Role

This Securities and Exchange Commission (SEC) regulated fund manager with over \$500M in assets under management (AUM) is looking for a team member with minimum three years of experience in accounting and tax who works independently and possess the ability to prepare, read, review and analyze financial statements. Experience working in an SEC regulated environment is preferred. The company is experiencing fast growth and seeks an Assistant Controller to support the CFO.

The Assistant Controller will participate in the success of the enterprise by taking on critical functions in an accounting systems migration and ongoing financial reporting. This role requires a solid business orientation and accounting expertise that includes knowledge of GAAP and Accounting for Investment Companies under ASC 946, and experience creating financial statements for management. The Assistant Controller should have substantial knowledge and experience of all aspects of accounting, audit and tax for partnerships and LLCs. Experience with implementing accounting and business systems or business process improvement is required. The candidate should resonate with the Sovereign's Capital [Mission/Vision/Values](#).

Job Duties and Responsibilities

Accounting and Payroll

The largest part of this job will be maintaining the books and records of the fund manager. Responsibilities will include migrating the financial records from a legacy system to QuickBooks, creating and maintaining budgets in excel, managing cash flow and producing quarterly financial statements. The Assistant Controller will manage all payroll and benefit transactions, review benefit packages annually and assist the team with all payroll and expense report related transactions and manage the expense software, Tallie.

Tax

Another significant portion of this role is managing the tax position of both the manager and the fund financial blockers. In this role, knowledge of partnership and LLC tax will be required. The Assistant Controller will gather data from multiple sources to prepare quarterly tax estimates for approximately seven entities, make recommendations for estimated tax payments, and review annual tax returns for the manager, blockers and funds. This role requires the ability to analyze the work of the tax preparers and reconcile books to tax differences.

Other responsibilities include the following:

- Reviewing financial reports prepared by the of Third-Party Fund Administrators (TPAs) and ensuring financial reports are accurate
- Preparing investor communications for capital calls, distributions and liquidity announcements and responding to investor requests
- Analyzing data and reports quickly and efficiently, with extensive use of formulas, pivot tables, v-Lookups and other excel functions
- Implementing accounting and business systems with a good working knowledge of the system development life cycle and the ability to set up, maintain, and troubleshoot accounting software and reporting
- Establishing and maintaining internal controls and accounting and compliance policies. Reviewing and updating policies, and ensuring adherence to stated policies

Compensation

- Competitive base salary commensurate with experience
- Other standard benefits including health and generous holiday and leave policy