



VP of Finance

THE COMPANY

Our client, Genesis Park, is a private investment firm focused on recapitalizing or providing growth capital to lower middle market companies. The firm was founded over 20 years ago, and is currently investing its third fund, which is licensed as a Small Business Investment Company (“SBIC”) with \$275 million in capital. Additionally, there is a legacy equity fund which is fully invested and currently holds 8 portfolio companies expected to be monetized over the next few years. The firm expects to raise and deploy additional funds from the Genesis Park platform.

Genesis Park takes a partnership approach and works alongside owners and management teams to provide experience and guidance to help them achieve or exceed their goals. With some companies they are an active, hands-on participant in strategy development and growth. In other cases, their involvement is limited to serving as a sounding board, a referral source for commercial relationships and human talent, or sharing best practices and insights developed over 25+ years of investing in private companies. They pride themselves on engaging at the right time and the right level, which builds trust and credibility with their portfolio companies. This approach is evidenced by the success of their portfolio companies and the compelling returns delivered to their investors.

THE POSITION

We are seeking a growth-minded VP of Finance, who can work very closely with the Managing Partners and investment team to maintain and manage all aspects of accounting and financial reporting for their two current funds, including SBA compliance and LP reporting. This person will also be responsible for the internal accounting and administration of two associated management companies.

The ideal candidate will be an independent thinker, who drives projects and tasks to completion and consistently looks to improve the quality and efficiency of the firm’s processes. Our client also has a very positive and collaborative culture and is seeking someone who will thrive in that environment.

RESPONSIBILITIES

- Manage all aspects of accounting and financial reporting for two funds and associated management companies
- Work with and oversee the third party fund administrator (“TPFA”) responsible for SBIC accounting and reporting
- Manage all SBA reporting and compliance
- Manage all LP reporting and relations, including investor capital accounts, tax statements and other communications
- Work closely with independent CPA firms to coordinate the annual financial audits and tax reporting for both funds
- Prepare for and manage the annual SBA regulatory compliance exam
- Coordinate cash management and planning for the funds and management companies, including LP capital calls, line of credit usage, SBA leverage draws and distributions
- Oversee Office Manager responsible for receivables, payables and other day-to-day accounting activities
- Oversee Office Manager responsible for office administrative matters such as HR, payroll,



- employee benefits, IT support and document management/filing
- Manage relationships with all third-party service providers, including TPFA, accounting, banking, IT/MSP, insurance, and payroll/employee benefits
- Work closely with the investment team to coordinate portfolio monitoring, analysis and reporting
- Manage planning and preparation for the LP annual meeting
- Assist Partners with special projects and analysis, as needed

POSITION REQUIREMENTS

- A bachelor's degree in accounting; CPA preferred
- At least 6 years of relevant experience including investment fund accounting and financial reporting
- SBIC and partnership tax experience a plus
- Well organized and ability to manage strict reporting deadlines
- Uncompromising attention to detail
- Strong sense of accountability, personal responsibility and integrity
- Self-starter with strong work ethic and ability to work both independently and in collaboration with others

CONTACT

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