



## CPRE – ACCOUNTING MANAGER

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Department: CPRE – Accounting  
Employment: Full-Time  
Location: Century City or Dallas  
Professional Experience: 7+ years of experience

### Responsibilities

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The Canyon Partners Real Estate (“CPRE”) Accounting Manager will work directly with the Senior Accountants, Controller, and CFO and interface with the third party administrators. The role includes the following:

- Assist with the creation of new funds. Create policies and procedures for new funds including creating waterfall and management fee calculation work papers, working with administrator to ensure they are properly onboarded, work with administrator to assist with challenges as they arise.
- Directly and indirectly responsible for overseeing 15+ equity funds, including quarterly review of workpapers, financials statements and partner statements, which include multi-investor, multi-tiered master feeder structures prepared by a third party administrator.
- Assist with maintenance of the fund models including calculation of hypothetical liquidation returns.
- Manage the annual audit process for the applicable funds.
- Manage the quarterly fair value review process for the applicable funds.
- Prepare/review monthly capital calls and distributions for the applicable funds.
- Prepare/review deal level funding for the applicable funds.
- Manage borrowings and repayments on the line of credit for the applicable fund.
- Maintain all credit facility reporting including managing required amendments.
- Responsible for cash management of the applicable funds/entities.
- Responsible for investor queries regarding accounting and performance of the funds.
- Assist with ad-hoc investor and asset management requests as needed.

### Requirements

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#### Preferred Experience:

- Strong accounting background in the funds management or real estate industry, including experience with complex fund structures
- Experience reviewing workpapers and preparing financial statements

#### Skills and Qualifications:

- Advanced excel skills
- Strong communication skills, i.e. verbal, written, and listening
- Detail oriented and organized
- Excel in team environment
- Proactive attitude and strong work ethic
- Ability to multi-task and juggle priorities as they arise