Sunstone Management, Inc. (SMI), a diversified private capital firm headquartered in Southern California, is seeking to hire a part-time position for the role of Accounting Fellow. This position reports to the Controller and will work on the day-to-day operations of the Corporate Group and various Private Credit and Venture Capital Funds.

Job Duties

The following list of job duties and activities will be the responsibility of the Fellow:

- Bookkeeping
- Manage AP systems
- Bank and credit card reconciliations
- Coordinate supporting documents for fund transactions
- Coordinate with the Investor Relations team for note tracking
- Work with the Senior Fund Accountant
- Strong attention to detail and ability to prioritize tasks, multitask and manage time effectively

Educational & Work Experience Requirements

- Be enrolled in graduate studies in a related field at an accredited university in the US with a completion date no later than June 30th of the Program year
- Be able to work 20 to 30 hours per week
- Ability to work onsite at SMI Headquarters in Irvine, CA
- Knowledge of GAAP
- Knowledge of accounting processes and basic math skills
- Attention to detail
- Familiarity with financial products
- Financial analysis

Skills Required

- Collaborative, enthusiastic, team player
- Excellent written and verbal communication skills
- Experienced with programs including Microsoft Office
- Ability to multitask
Salary Range

- $32/hr.

Benefits

In addition to such benefits as required by state and federal law, this position is immediately eligible for the following benefits, as described in the Employee Handbook:

- Paid Sick Leave: (7) equivalent days for physical and mental health.
- Educational activities such as orientation, training sessions, work projects/activities, meetings within the organization (staff, team, department, board), shadowing other staff, site visits to other organizations, professional meetings, conferences, and workshops.

FIRM DESCRIPTION

Founded in 2015, Sunstone is a young, fast-growing, and dynamic entrepreneurial company that seeks to enrich lives through private capital investment and economic development. The owners and directors are seeking individuals who bring energy, creativity, and a desire to make the world a better place for future generations. There are portions of our business which are unique; operating in a niche market requires individuals who are ready to join a diverse and collaborative, team-oriented community.

Sunstone Management, Inc. - Sunstone Management is a diversified private capital firm located in Southern California that invests in diverse early-stage technology entrepreneurs who seek to build great companies. We believe in the aspirational power of the American economy to attract and inspire investors and entrepreneurs from throughout the world. We deliver new and exciting opportunities for economic growth through the creation of innovative public-private partnerships, and our unique experience across government, education, and private sectors. Sunstone Management sponsors approximately 24 individual funds with an aggregate AUM of approximately $100M. There are approximately 24 full-time employees.