



FLSV FAS d.o.o. Beograd

Job Description

Intern

Company Description:

FLSV FAS (“FAS”) is led by Jeffrey Hahn, former CFO of Morgan Stanley’s Private Equity and Infrastructure Business. FAS is dedicated to maintaining cutting edge end-to-end accounting, tax, operations and investor services to the private equity community. FAS attracts and retains the highest quality professionals who come from the senior ranks of large financial institutions, the Big 4 and other well known private equity institutions. Our specialized team of accounting experts comprise the core of our firm; a fast growing entrepreneurial organization with the sophistication of larger companies.

Job Description:

As an intern, you will assist in providing accounting and investor services support, working as part of a team supporting clients.

Responsibilities:

- Prepare ad hoc reconciliations & schedules in excel
- Assist with chart of accounts set-up
- Preparation of journal entries and cash reconciliations
- Assist with fund financial statements, with footnotes and supporting schedules
- Assist with client web portal for investor communications
- Assist with investor contact maintenance
- Assist with investor wire information
- Special projects and additional ad-hoc responsibilities as assigned

Requirements:

- Senior or Graduate Student - finance and accounting oriented (last year of University)
- Commit 20 hours per week up to 6 months
- Proficient in Microsoft Excel and Word
- Strong attention to detail
- Good written/verbal communication skills (English)
- Ability to multi-task

Travel:

This position does not require travel