Fund Accountant

Reporting to: CFO
Location: Remote
Type: Full Time

Your Mission

Orbit Ventures seeks a detail-oriented Fund Accountant for its global finance team. This hybrid role combines fund accounting for 3–5 active VC funds with day-to-day operational accounting for Orbit's operating companies in the US and Singapore.

Your Responsibilities

Fund Accounting

- Prepare, calculate and execute capital call notices (LP drawdowns) and distribution allocations.
- Prepare quarterly and annual NAV packages, trial balances and financial statements.
- Maintain portfolio investment schedules, track follow-on investment metrics, and compile audit-ready valuation workpapers each quarterly and annual valuation cycle.
- Produce quarterly LP capital account statements and maintain investor registers.
- Work with external auditors and tax advisors on fund audits and annual tax filings (e.g., K-1s, returns).

Operational Accounting

- Run the end-to-end GL and month-end close for operating companies with local teams, including journal entries, bank reconciliations and trial balance reviews.
- Oversee AP/AR: invoice approvals, vendor payments, customer invoicing and intercompany billing.
- Coordinate global payroll, and manage corporate card allocations and employee expense reimbursements and approvals.
- Monitor intercompany transactions and management fee flows between funds and operating entities.
- Perform monthly intercompany matrix reconciliations and support consolidated cash flow forecasting.

Controls, Tax & Compliance

- Establish, document and enforce internal controls and SOPs across all entities and funds.

- Support corporate tax, VAT/GST, withholding tax tracking and annual regulatory reporting across jurisdictions.
- Maintain digital data rooms, GL workpapers and supporting schedules for continuous audit readiness.

Automation & Strategic Support

- Identify and implement automation of manual reconciliation, invoicing and reporting.
- Use AI and automation tools (spreadsheet automation, intelligent document processing, AI accounting integrations) to improve accuracy, speed and analysis.
- Deliver ad-hoc analyses, budget-vs-actual variance reporting and projects for the CFO and finance leadership.

Your First Months

- **Day 30:** Onboard to financial systems, banking portals, entity structures and chart of accounts. Learn the funds (LPAs, fee structures, draw schedules), the operating companies, and historical fund financials, LP reports and GL workpapers. Take full day-to-day ownership of AP/AR, expenses and monthly bank reconciliations for operating entities.
- **Day 90:** Independently run the operating-company quarter-end close under CFO guidance. Support quarterly NAV, portfolio schedules and fund financial statements. Co-manage a capital call or distribution cycle. Perform monthly intercompany matrix reconciliations between operating and fund management entities.
- **Day 180:** Own the operating-company month-end close, reporting and cash flow tracking with minimal supervision. Independently draft NAV packages, audit workpapers and LP capital account statements. Coordinate directly with auditors and tax advisors on annual fund and corporate audits. Implement at least one automation or AI-driven workflow improvement.

Your Profile

- Bachelor's degree in Accounting, Finance, Economics or a related quantitative field. CPA, ACCA or CA (or active candidacy) strongly preferred.
- 4 years of progressive experience across:
    - fund accounting (VC, PE or asset management)
    - operational accounting (corporate GL, month-end close, AP/AR, payroll)
- Strong knowledge of VC/PE fund mechanics: NAV, capital calls, distributions, waterfalls, management fees, and US GAAP/IFRS investment company accounting.
- Hands-on multi-entity accounting: intercompany reconciliations, payroll coordination and financial statement preparation.
- Advanced Excel/Google Sheets skills and accounting software proficiency (Xero preferred).

- Demonstrated, systematic use of AI tools, AI document parsing and automated reconciliation.
- Meticulous, organized and analytical. Able to manage multiple entity deadlines in a fast-paced environment.
- Excellent written and spoken English. Able to explain financial data clearly to internal stakeholders, auditors and cross-border teams across time zones.

About Orbit Ventures

Orbit Ventures is a global venture capital firm dedicated to investing in founders who are transforming emerging markets. We focus on ventures that foster economic independence by increasing individual wealth and income, and efficiently digitizing traditional industries without environmental compromise. Our strategic investments will elevate living standards for the world's emerging middle class — the next four billion people poised for greater prosperity.

How to Apply

Please click on our job application form to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitventures.com.