

ARC70

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Arc70 is an investment management firm based in Burlingame, CA that is focused on financing affordable housing across the U.S. The firm has financed the preservation or creation of over 40,000 units of affordable housing since inception. Arc70 manages over \$4.1 billion in affordable housing related investments and works with notable and sophisticated long-term investors.

Arc70 is seeking a Fund Controller to support the Chief Financial Officer. Candidates should have 7-10+ years of experience working with investment funds or advisory/financial service firms.

Responsibilities

- Oversee all aspects of fund accounting, including the preparation of financial statements, NAV calculations, and investor reporting.
- Ensure accurate and timely delivery of quarterly and annual financial reports.
- Manage the coordination and review of capital calls, distributions, and waterfall calculations.
- Lead and manage relationships with third-party administrators, custodians, and other service providers.
- Implement and maintain systems and processes to improve efficiency and accuracy in fund operations.
- Provide strategic input on fund structuring, operations, and financial strategy.
- Oversee cash flow management, including monitoring and forecasting fund liquidity and managing banking relationships.
- Coordinate with the investment team to ensure adequate funding for investments, expenses, and distributions.
- Oversee the preparation and filing of tax returns, K-1s, and other regulatory filings as required.
- Work closely with the CFO and senior management to drive continuous improvement initiatives within the finance department.
- Preparation of quarterly performance track record reporting
- Liaise with external auditors and manage the annual audit process for the fund(s).

Qualifications

- Bachelor's degree in business, accounting, or finance
- CPA preferred
- Strong knowledge of GAAP/IFRS, fund structures, and private credit instruments.
- Experience working with auditors and fund administrators required
- Strong analytical skills, attention to detail, and accuracy
- Proven experience in managing financial operations for complex funds, including direct lending, structured finance, or distressed debt.

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- Excellent communication and interpersonal skills
- Proven ability to work under pressure and adapt to various deliverables
- Fluency in Microsoft and Google Suites
- Motivation to deliver and passion to grow a business and its operations

Benefits

- Medical, dental, and vision insurance
- 401(k)
- Commuter benefits