

## **Finance Associate – Office of the CFO at MKM Partners (Stamford, Connecticut)**

### **Description**

MKM Partners is an institutional equity research, sales and trading firm that provides clients with unbiased economic, technical, derivatives, event-driven, fundamental and customized primary research. This is an entry-level role for the Office of the CFO and will report directly to the VP of Finance to support day-to-day accounting responsibilities. This position will provide excellent exposure to the financial markets and offer a strong career path in accounting with opportunities for longer term career development. The ideal candidate should work well in a fast-paced and team-based environment. Additionally, this individual should be a self-starter that thrives in a collaborative workplace. The candidate will develop a deep understanding of broker-dealer accounting, as well as a comprehensive knowledge base of equity research, sales, trading, compliance, IT, operations and business management.

### **Responsibilities**

- Execute client billing and maintenance of aged receivable schedules
- Process accounts payable and correspond with vendors
- Review expense reports for compliance with firm policy
- Prepare and input accounting entries
- Perform account analysis and reconciliation
- Assist with the month-end close and year-end audits
- Prepare monthly bank reconciliations
- Perform general administrative tasks including supporting any ad hoc requests

### **Job Requirements**

- Bachelor's degree in Accounting or Finance required
- 1 to 2 years of experience in a related field or comparable position preferred
- Ability to handle information with a high degree of confidentiality
- Exceptional attention to detail and accuracy including the ability to make sound judgements on a day-to-day basis regarding assigned duties
- Must have excellent communication, research, writing, and organizational skills with the ability to multitask
- Ability to work independently on assigned task and to accept direction
- Working knowledge of Microsoft products (Excel, Outlook, PowerPoint, and Word)
- Possess a professional demeanor with strong interpersonal skills (both written and verbal)
- Must display energy, drive, stamina, and be flexible and willing to adapt to changing and dynamic situations

Cover letters and resumes may be sent to [Careers@mkmpartners.com](mailto:Careers@mkmpartners.com) with "Office of the CFO | Finance Associate" in the subject header (email only please). Firm background can be found at [www.mkmpartners.com](http://www.mkmpartners.com).