

January 2023

Lavelle Capital provides comprehensive investment and financial advice to a select group of technology company founders and family offices. Our clients are very successful and have made extraordinary contributions to society by building remarkable businesses, creating jobs, and giving back to society. We work with these accomplished individuals as their principal adviser. As a part of the investment mandate, Lavelle leverages our client families for macro-guidance as well as access to unique, private investment opportunities.

Lavelle is an SEC registered investment adviser* and a new business, created by an experienced team, who are emphatic problem solvers. We thrive in a fast paced and complex world, and work hard to improve our clients' lives with a goal to give them a delightful experience with their wealth.

Employees are the lifeblood of any service organization. We do not ship widgets – we are in a relationship business, and nothing is more important to a business like ours than our people. For smaller firms, each new hire has a huge impact on the firm's culture, so it imperative that we identify and nurture top talent, especially those responsible for the business of the “business”.

THE ROLE

Lavelle is looking for a Director of Finance/Tax with a mix of tax experience, fund management, and operations. He / She is a leader, who will help create, drive the future success of the platform. This is an opportunity to work alongside a team that is united by a passion for service, strong sense of integrity, and desire to have a positive impact in the world. Our hallmarks of responsiveness, availability, reliability, and competency are our highest priorities. This individual will serve as a key member of the extended management team and drive financial planning, business modeling, forecasting and management reporting activities in close partnership with the founder of the business.

YOUR RESPONSIBILITIES

- Work closely with the Founder and Investment Team on daily operations and major initiatives
- Traverse between overseeing the daily accounting of the operating company / General Partner entities to monitoring the investment funds including overseeing the review of daily bank activities (e.g., manage cash)
- Lead financial operations across the organization including guiding the firm's financial and tax strategies, budgeting and forecasting, and fund administration
- Responsible for working with the Investment Team to ensure the timely preparation of monthly/quarterly/annual updates for internal and external parties including rolling forecasts, capital calls, LP communications
- Manage relationship and payments with third-party vendors on all matters related to firm / fund operations, technology, and administration, including interacting with various teams within the firm and external service providers (e.g., fund administrator, banking partner, capital call line of credit provider, accountants / auditors, and tax advisors)

- Oversee the financial operations of active funds and SPVs, financial details of the investment process end-to-end, wire processing and cash controls, invoice payment, and financial reconciliation process
- Oversee tax planning and filings across stakeholders, as well as regulatory reporting
- Manage the preparation of the funds' periodic Net Asset Value calculations and routine financial statements, audits, and review of other fund-related reports
- Evaluate accounting and internal control systems, coordinate activities of external auditors, and evaluate the effectiveness of accounting software and supporting database, as needed

COMPENSATION & BENEFITS

Compensation at Lavelle Capital includes a base salary, discretionary year-end bonus, benefits, and other perks. We apply a total reward philosophy when determining compensation terms.

YOUR PAST

We expect you to have done some of these things, but it's not required that you've done all of them.

- Prior experience in investment management, which includes asset management, wealth management and/or private equity
- Experience being a dynamic leader with strong communication skills
- Proven track record of driving financial results
- Experience partnering with business leaders across many functions
- Legal, CPA or public accounting work highly valued

Lavelle Capital is always seeking great talent. We are proud to be an equal opportunity employer, and we consider qualified applicants without regard to race, color, religion, sex, national origin, ancestry, age, genetic information, sexual orientation, gender identity, marital or family status, veteran status, medical condition or disability. We comply with the San Francisco Fair Chance Ordinance and will consider for employment qualified applicants with arrest and conviction records.

For information about our privacy practices, including disclosures for California residents, please see our Privacy Notice.

*Disclosure: 5.2023*Registration of an investment adviser does not imply any specific level of skill or training and does not constitute an endorsement of the firm by the Commission.*