



**CornerStone Partners**  
**Client Reporting & Accounting Associate**  
**Client Operations & Accounting Team**

Job Summary

As part of CornerStone's collaborative Client Operations & Accounting Team, the Client Reporting & Accounting **Associate** plays a key role in supporting nonprofit investment portfolios through performance reporting, financial analysis, and client service. This position is ideal for **accounting or finance professionals who want to apply their technical accounting skills while developing expertise in investment reporting and portfolio analytics**. The role provides exposure to a wide range of investment operations activities including portfolio performance analysis, private equity reporting, risk and liquidity monitoring, and investment-related audit and tax support.

The Associate will work closely with colleagues across client accounting and reporting, operations, and investment teams to deliver high-quality reporting and analytical support to nonprofit clients who rely on their investment portfolios to fund their missions.

The successful candidate is accountable, adaptable, detail-oriented, collaborative, and intellectually curious. This is a full-time position with a starting salary range of **\$90,000 – \$105,000**. Benefits include an annual bonus and a generous benefits package including group health insurance, short- and long-term disability insurance, life insurance, and employer retirement plan contribution. This position requires the candidate to spend **a minimum of two days per week in CornerStone's Charlottesville office**, with additional time in the office during the initial training period.

Core Responsibilities

Following training, the Associate will contribute across a range of reporting, analytical, and operational activities including:

**Investment Reporting & Portfolio Analysis**

- Preparation of monthly and quarterly client portfolio reports
- Calculation and review of investment performance returns and related metrics
- Performance attribution analysis and reporting
- Portfolio-level risk and exposure analysis
- Portfolio liquidity monitoring and cash flow analysis

**Investment Accounting & Data Management**

- Review of accounting and performance data provided by client custodians
- Private equity investment account reconciliations and performance tracking
- Maintenance of investment performance and analytical platforms

**Client Service & Operational Support**

- Investment-related client audit and tax support
- Investment transaction management and other portfolio administration functions
- Collaboration with client service teams and external service providers
- Special projects including analytical support for team members and ad hoc client analyses

### Required Skills/Abilities

- Strong accounting and analytical skills with the ability to interpret and organize large volumes of financial information
- Exceptional attention to detail and ability to work with precision
- Excellent client service mindset with an aptitude for working directly with clients and their service providers
- Strong written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines
- Advanced skills in Excel, PowerPoint, and Word
- Ability to work both independently and collaboratively in a team environment

### Preferred Skills/Abilities

- Understanding of nonprofit accounting and taxation
- Experience or interest in the investment industry, portfolio reporting, or financial analysis
- Experience with data analytics, data manipulation, or APIs

### Experience & Education

- Minimum of **2 years of professional experience**
- Bachelor's degree required (BA or BS)
- CPA, CFA, or other technical certifications are helpful but not required
- Candidates with experience in the following roles may be well suited for this position:
  - Investment Performance Analyst
  - Investment Operations Analyst
  - Fund Accountant
  - Public Accounting Associate interested in transitioning into investment reporting or analytics

### CornerStone Partners

CornerStone, based in Charlottesville, Virginia, serves as the **outsourced investment manager (OCIO)** for nonprofit organizations. Our clients rely on the returns generated by their investment portfolios to support missions in areas such as **health, education, conservation, and community development**. CornerStone manages the full investment program for our clients, including portfolio oversight, investment reporting, and operational administration. The firm manages approximately **\$29.3 billion (as of 12/31/2025)** and has **36 employees**. CornerStone is a dynamic, growth-oriented firm committed to developing a **diverse and equitable workforce**.

### To Apply

Please submit a **resume and cover letter** by visiting our Careers page: [www.cstonelc.com/careers](http://www.cstonelc.com/careers)  
Applications will be reviewed as they are received, and interviews will continue until the position is filled. CornerStone is not able to sponsor employees who would require a visa to work in the U.S.

Contact **Susan Holtzman, HR Manager**, with any questions about the position or to learn more about CornerStone Partners at: [careers@cstonelc.com](mailto:careers@cstonelc.com)