CornerStone Partners
Investment Operations Associate
Investment Operations & Risk Management Team

Job Summary

As a member of the Investment Operations and Risk Management team, the Investment Operations Associate will be central to maintaining and supporting CornerStone's investment book of record. This position works directly with industry-leading technology solutions and AI-assisted workflows to capture, record and reconcile investment accounting data. The successful candidate is accountable, highly attentive to detail, is naturally curious, and has a strong problem-solving orientation.

The Associate will report to the Director of Investment Operations and Risk Management and work closely with colleagues across client accounting and reporting, manager selection, and portfolio management teams to deliver high-quality investment data and analytics for nonprofit clients who rely on their investment portfolios to fund their missions.

This is a full-time position with a starting base salary range of $85,000 - $105,000. Benefits include an annual bonus, 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 2 days per week with team members in CornerStone's Charlottesville office, with additional time in the office during the initial training period.

Core Responsibilities

Upon joining the team, the Associate will have a broad range of responsibilities, including:

- Review and record investment accounting activities, including NAVs and transaction details, using internal tools and AI-assisted workflows, and identify and resolve exceptions / discrepancies
- Monitor cash activity, subscriptions, redemptions, capital calls, and distributions across investment portfolios and perform reconciliation between internal accounting records with third-party records
- Build a strong understanding of the investment book of record and become a significant contributor to the ongoing maintenance of third-party accounting and performance systems
- Develop expertise in accounting and performance analytics for alternative investments, especially private markets investments
- Maintain and enhance internal controls, documentation standards, and accounting procedures related to investment operations

Education, Experience & Skills

- Bachelor's degree in accounting, finance or related field required
- 1-5+ years of relevant experience in professional accounting, investment operations, investment accounting, performance reporting, or a related field; experience in an institutional investment office preferred
- Experience working with large datasets and multiple technology platforms or systems; familiarity with Burgiss and MSCI TPM preferred
- Strong foundation in accounting principles with proven ability to investigate and resolve accounting complexities
- Exceptional attention to detail and a strong commitment to data accuracy
- Ability to work both independently and collaboratively in a team environment

- Positive attitude, team-oriented mindset, and willingness to contribute to process improvement

CornerStone Partners

CornerStone Partners, 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 fund their missions in areas such as health and education. The firm manages approximately $32.7 billion (as of 6/30/2026) and is committed to maintaining a collaborative, growth-oriented, and mission-driven culture.

To Apply

Submit a resume and cover letter via our Careers page at www.cstonellc.com/careers. 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 at careers@cstonellc.com.