



About Q Investments

Founded in 1994, Q Investments is a multi-billion dollar private investment firm based in Fort Worth, Texas, with flexible capital that seeks opportunities across the entire capital structure of companies. Investments are not limited to any particular industry or investment strategy. Q's investment strategies have been wide-ranging, including Public Market investing, Private Equity, Venture Capital, High Yield, Aircraft Leasing, Real Estate, Bank Debt, Emerging Markets, and Distressed Asset opportunities.

Why work for Q?

- Competitive compensation and excellent growth opportunity
- Open office environment that promotes creativity in a team setting
- Perks of working for a large company with the luxury of a small, casual environment
- Wear jeans and t-shirts to work every day
- Daily catered lunch + paid downtown parking
- Periodic discretionary opportunities to invest in the fund

Current Opening – Accounts Payable Coordinator

Q Investments is looking for a degreed professional with 0-5 years of experience to join its Strategic Planning Group. The Accounts Payable position at Q serves as a central point for most of the activities, projects, and operations occurring in all groups around Q. This position will handle, process, record, and report on expenses dealing with all aspects of firm operations. The ideal candidate will be able to handle a large amount of vendors, recurring charges, expense accounts, and scheduled tasks and be able to do so efficiently in an open, interactive environment. Compensation will be increased by up to 10% depending on experience.

Daily responsibilities include:

- Processing accounts payables for entire firm
- Preparing various database and Excel summaries of the firm's expenditures
- Coordinating complex and precise approval for company payments
- Maintaining the general ledger for some of the firm's companies

Other qualifications include:

- Undergraduate degree in business, accounting, finance, or a related field with minimum GPA of 3.0
- Advanced Excel skills and strong overall PC skills
- Be able to commit to the position for at least two years

If you are interested, please fill out a short application for this position on our website: www.qinvestments.com/careers.

If interested in learning more about Q Investments or to request additional information on specific job opportunities, please contact Lori Elder with any questions or comments at: LElder@QInvestments.com