

## Job Description

**Job Title:** Investment Accountant  
**Reports To:** Manager– Investment Accounting  
**Department:** Investment Accounting, Operations and Compliance  
**Division:** Finance

**Pay Range:** 6  
**FLSA Status:** Exempt

**SUMMARY:** This position is responsible for performing investment accounting duties with an emphasis on general ledger entries and investment operations. Key responsibilities include performing all functions related to cash settlement and financial reporting, including the period-end close process.

### ESSENTIAL FUNCTIONS:

1. Audits holdings and cash transactions.
2. Processes investment transactions on the Investment Accounting system.
3. Performs necessary reconciliations.
4. Balances records with various external sources.
5. Prepares a variety of daily cash wire forms.
6. Handles over-the-counter (OTC) and centrally cleared derivative margin processing.
7. Performs a monthly analysis of Net Asset Value of assigned funds and prepares closing entry.
8. Remains current on investment trends as they relate to the global markets.
9. Prepares schedules for inclusion in annual reports.
10. Serves as back up for all departmental functions.
11. Performs other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS\*

#### Education

|                              |                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------|
| • High school diploma or GED | • <input checked="" type="checkbox"/> Required                                    |
| • Bachelors in related field | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |

☒ Direct relevant experience can be substituted for education (if applicable)

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| • 4 years' experience in accounting in addition to the requirements in the Experience section below |
|-----------------------------------------------------------------------------------------------------|

#### Qualifications

|                                                                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| • Ability to work independently                                                                                 | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Strong problem solving skills                                                                                 | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Strong verbal and written communication skills                                                                | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Ability to read and interpret documents such as financial statements, policy guidelines and procedure manuals | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Ability to manage workload through planning and organization to meet deadlines                                | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |

#### Experience

|                                               |                                                                                   |
|-----------------------------------------------|-----------------------------------------------------------------------------------|
| • 3 years' experience in accounting           | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Investment background                       | • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred |
| • Knowledge of investment terminology         | • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred |
| • Basic to Intermediate level knowledge of MS | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |

## Job Description

|                                             |  |
|---------------------------------------------|--|
| Office Suite: MS Word; MS Excel; MS Outlook |  |
|---------------------------------------------|--|

### Certifications/Licenses

- |                                                                   |                                                                                                                      |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>No certifications</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Required <input type="checkbox"/> Preferred</li></ul> |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|



### Physical Requirements\* (if applicable)

- |                                                                             |
|-----------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Select Physical Requirement</li></ul> |
| <ul style="list-style-type: none"><li>Other:</li></ul>                      |

\*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR

---

**DISCLAIMER:** The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.

---

