

Job Description

Job Title: Manager – Investment Accounting **Pay Range:** 10
Reports To: Assistant Director – Investment Accounting, Operations & Compliance **FLSA Status:** Exempt
Department: Investment Accounting, Operations & Compliance
Division: Finance

SUMMARY: This position is responsible for a team performing accounting and reporting activities for a large and complex investment portfolio including derivatives and alternative investments. The manager oversees all functions related to cash settlement and financial reporting, including the period-end close and financial reporting. This manager works with the Manager - Investment Operations to resolve any issues that would impact investment reporting.

ESSENTIAL FUNCTIONS:

1. Ensures the integrity of investment accounting and reporting by reviewing activity to ensure securities and transactions are accurately entered into the system.
2. Oversees daily interactions with Investments staff to move monies including deposits, withdrawals and transfers, and oversees collateral management activity.
3. Manages escalated issues relating to cash and position reconciliations, investment valuation and custody management, working with the Manager - Investment Operations, as applicable.
4. Prepares schedules and footnote disclosures for annual report based on an in-depth knowledge of relevant investment accounting standards and reporting best practices.
5. Researches accounting pronouncements and related regulations and analyzes the impact of changes to investment accounting and reporting and ensures accurate implementation of changes or new requirements.
6. Oversees monthly and annual closing processes, preparation of journal entry to Financial Reporting, and/or automated feed to general ledger system, including review of activity in the general ledger.
7. Assists with system testing and reporting for new investment vehicles, including working with Investments on expectations/needs for new investment vehicles and new internally managed processes.
8. Works with IT to define and develop solutions for operational improvements and efficiencies. Manages user acceptance testing for system upgrades and implementations.
9. Maintains written documentation of policies and procedures.
10. Participates in the departmental budget process.
11. Performs special projects and prepares reports requested by Investments, Finance, and Legal in a timely manner.
12. Performs other duties as assigned.

Leadership

1. Manages the development, implementation, and administration of OPERS' processes within a functional area including development of budget.
2. Establishes Service Level Agreements (SLAs), metrics, and measures to assure accurate completion of tasks and delivery of customer service.
3. Assists Assistant Director or Director in short- and long-term planning.
4. Provides leadership and is a role model to staff.
5. Recruits and develops direct reports and consistently provides timely feedback through coaching and mentorship.
6. Partners with Human Resources on workforce planning, compliance, performance management, and corrective action.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• ☒ Required	
• Bachelor's Degree in Finance / Accounting	• ☒ Required	☐ Preferred
• MBA	• ☐ Required	☒ Preferred

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

- Choose Experience Level

Qualifications

• Strong verbal and written communication skills	• ☒ Required ☐ Preferred
• Excellent quantitative and analytical skills	• ☒ Required ☐ Preferred
• Project management skills	• ☒ Required ☐ Preferred
• Strong leadership skills	• ☒ Required ☐ Preferred
• Ability to work independently, set priorities and meet required timelines	• ☒ Required ☐ Preferred
• Ability to communicate concepts and accounting terminology to non-accounting personnel	• ☒ Required ☐ Preferred

Experience

• 7 years' experience combined in Accounting, Operations, or Investment Performance	• ☒ Required ☐ Preferred
• 2 years' experience in a supervisory or lead role	• ☒ Required ☐ Preferred
• PC proficient including knowledge and experience in MS Office with a concentration in the knowledge of spreadsheet applications	• ☒ Required ☐ Preferred

Certifications/Licenses

• CPA (Certified Public Accountant)	• ☒ Required ☐ Preferred
• CIPM, CTP, CAIA, and/or CFA	• ☐ Required ☒ Preferred

Physical Requirements* (if applicable)

• Select Physical Requirement
• Other:

***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.

Ohio Public Employees Retirement System