

## **JOB DESCRIPTION**

### ***Investment Accountant***

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#### **Portfolio Accounting**

- Updates security market values by downloading and applying price file from external data source
- Reports securities without prices to the Financial Reporting Manager
- Researches variances in prices with investment managers and custodian bank
- Updates base rates used in calculations related to floating rate securities and foreign currencies
- Applies cash receipts and disbursements to receivables and payables and investigates differences
- Performs all required steps to close assigned portfolios
- Processes corporate actions
- Reconciles portfolio holdings to manager and custodian
- Prepares monthly financial statements
- Calculates portfolio performance returns
- Retrieves and/or calculates benchmark returns
- Assists in reporting of portfolio and benchmark returns
- Calculates fees due to investment managers and prepares letters notifying managers of their fees
- Assists in testing new software releases
- Prepares reports for the investment advisors, auditors, and management
- Analyzes new and updated accounting guidance for applicability to the IMB

#### **Participant Accounting**

- Reviews daily participant transactions
- Records daily income factors for all money market portfolios
- Records dividend distributions each month
- Prepares statements of account for all participants
- Updates price history with IMB fund net asset value

#### **Corporate Accounting**

- Enters vendor invoices and assists in the payment process
- Prepares bank reconciliations

#### **Other**

- Supports in other areas as needed
- Other special projects or duties as assigned

### **APPROPRIATE KNOWLEDGE, SKILLS, AND ABILITIES**

- Prior accounting experience commensurate to classification
- Possess strong analytical skills
- Ability to complete work timely and accurately
- Should be able to work independently
- Exercises sound judgment in problem resolution
- Understands confidentiality and agrees to maintain 100% confidentiality
- Ability to use computer programs including Word, Excel, PowerPoint, and Access
- Ability and willingness to quickly learn new software and automated systems
- Ability to express oneself clearly and concisely (in English) both orally and in various written forms
- Ability to act professionally and to effectively communicate and interact with staff, constituents and the various other professionals exposed to on a continuous basis
- Must maintain a professional appearance and attitude
- Ability and desire to always act in a highly ethical manner
- Display a high level of initiative, effort and commitment towards completing assignments efficiently, work with minimal supervision, and demonstrate responsible behavior and attention to detail
- Works well in team situations to promote trust, cooperation, commitment and team spirit
- Ability to manage multiple projects
- Willingness to work hours in excess of the normal schedule to meet deadlines
- Must be willing and able to travel as needed

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

- Graduation from an accredited college or university with a bachelor's degree in accounting or finance
- Detail oriented
- Proficient in Microsoft Office applications and general computer knowledge
- Willingness and aptitude for learning new skills
- Must submit to and pass a background check

**Reports to:** Financial Reporting Manager

**Benefits:** Standard Benefits

**Status:** Permanent Full Time

**Location:** 500 Virginia Street East, Suite 200  
Charleston, WV 25301