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# Example of Investment Accounting Analyst Job Description

Our growing company is looking to fill the role of investment accounting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for investment accounting analyst

* Provide interpretation of investment guidance to the business
* Liaise with auditors to coordinate the Toronto Blue Jays Major League Baseball audit
* With a strong understanding of the processes, controls and accounting behind the financial documentation, review journal entries provided by the business for appropriate documentation before posting, or draft entries and vet with the business before posting
* Support all quarter and year-end audit information requests and performance of SOX Controls
* For new initiatives and identified issues, gather the required detailed information, perform in depth analysis and proactively recommend the appropriate approach / actions to gain resolution
* Memo writing for technical accounting issues and other ad hoc activity
* Assist with special project requirements
* Maintenance of internal accounting records for private markets investments
* Maintain accurate and timely plan data by General Partner entity, plan and participant
* Works with Director of Investment Accounting and others within department to develop areas of focus for accounting, process, or reporting improvements, including data related projects

## Qualifications for investment accounting analyst

* Excellent research, writing and synthesizing skills and the ability to communicate complex information
* Bilingual (French and English) in both speaking and writing
* Ability to work with people across the organization, including with senior finance professionals
* Professional accounting designation (CGA, CPA and/or CA) is required
* Experience in assurance services from a Public Accounting Firm and knowledge on Investments Funds accounting is be an asset
* Considerable experience and educational background in financial accounting to include knowledge of practices and procedures related to investment accounting, analysis and reporting