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# Example of Investment Accounting Job Description

Our company is looking for an investment accounting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for investment accounting

* Daily Net Asset Value calculation
* Review/oversight of monthly reconciliation of Investment Manager to Hiport in line with agreed tolerance levels
* To take ownership for review and sign-off across team deliverables
* Manage any ad-hoc projects as agreed with your Manager
* Assist Manager where required to ensure client and internal change is implemented with no detrimental impact to client service delivery
* Support the continuous assessment of team processes and controls to improve efficiency, controls and reduce risk where necessary
* Support Manager to ensure all activities are documented within procedures
* Provide regular feedback on team members to support training and development
* Be a subject matter expert for your team and processes
* Ensure a high level of client service is delivered at all times

## Qualifications for investment accounting

* Must be highly motivated, detail & process oriented and must be able to work with minimal supervision
* Must be able to work under tight deadlines and able to make decisions independently
* Strong knowledge of both GAAP and Statutory Accounting for derivatives and investment securities
* Experience with general ledger systems, end of month close process, back office processing, cash reconciliations, wire transfers/receipts, journal entries and associated reconciliation processes
* Knowledge of Sarbanes-Oxley Act, including proper documentation of internal controls
* Strong knowledge of derivative products to include swaps, forwards, futures and options