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# Example of Investment Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position of investment accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for investment accounting

* Performs daily NAV impact reviews associated with outsourced funds and ensure any activities impacting the NAV is researched and accurately recorded in the NAV
* Act as a main contact for the administrator as it relates to the day to day operational issues associated with outsourced funds, act as a Subject Matter Expert for all tasks within the team
* Ensure all daily tasks are completed timely, accurately, and that the team meets all established deadlines
* Review and ensure that all checklists, procedures and documentation relevant to the oversight team activities are up-to-date, and that proper data retention practices are in place
* Review monthly service report for management provided by the external administrators
* Work with Administrators related to Cross Border Tax, and review exposure/accruals
* Participate in annual due diligence meetings with administrators
* Provide input on board reporting materials
* Supervise a global team, including hiring, training, setting expectations, performance monitoring, and development of staff
* Manage the Intercompany loan process, ensuring proper documentation and accounting for all activity

## Qualifications for investment accounting

* Must have the ability to handle multiple tasks simultaneously and work under tight deadlines
* Must be highly motivated, reliable and accountable
* Ability to work with a range of senior managers, peers and junior colleagues and build smooth working relationships required
* 0-2 years of professional accounting or reporting experience, Investment industry experience is a plus
* CPA/CPA Candidate preferred
* Strong communication skills, both written and verbal with all levels of an organization