



# Example of Investment Accountant Job Description

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Our company is growing rapidly and is looking to fill the role of investment accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for investment accountant

- Preparation of quarterly and annual financial reports
- Assistance with accounts payable functions within the team
- Preparation of quarterly accrual work papers to support amounts in the financial reports
- Interaction and assistance with internal and external auditors tax preparers
- Responsible for ensuring all Private Equity fund investment activity is recorded to the sub ledger and corporate ledger including contributions, distributions, valuations and foreign exchange gains and losses
- Responsible for reviewing private equity fund financial statements and ensuring all activity ties to the sub ledger
- Responsible for the review of daily cash and valuation activity across the private equity portfolios
- Responsible for determining income to recognize for the funds based on SSAP 48
- Responsible for the timely and accurate completion of monthly and quarterly investment reporting
- Assist in the review and compilation of data for reporting to various regulatory bodies

## Qualifications for investment accountant

- Investment accounting experience (either from being an Auditor with Investment banking clients and/or private business sector in the Financial

- Industry/work experience in asset management is a plus
- Interest in pursuing a career in accounting/finance
- Bachelor's Degree in Accounting with 3 – 5 years of corporate or public accounting experience with financial services or real estate preferred
- 01-2 years of experience in an accounting role