

## **JOB DESCRIPTION**

### ***Investment Accountant I, II, III***

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Investment Accountants report directly to either the Financial Reporting Manager or the Senior Alternative Investment Analyst. The difference in the classification of positions as I, II, or III is primarily related to experience and difficulty of work assigned.

#### **Portfolio Accounting**

##### **Traditional Investment Portfolios**

- 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
- Updates money market dividend rates
- Downloads cash transaction records and applies cash receipts and disbursements to receivables and payables
- Performs all required steps to close assigned portfolios
- Processes corporate actions
- Reconcile portfolio holdings to manager and custodian
- Update price history file with net asset value
- Assist in preparation of 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
- Assist 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

##### **Alternative Investment Portfolios**

- Maintain all electronic files used to support the reported positions and valuations of alternative investments
- Prepares wire transfer request forms to fund capital calls
- Records all capital transactions in the alternative investment workbooks
- Monitors available cash balances
- Downloads cash transaction records and applies cash receipts and disbursements to receivables and payables
- Calculates the value of the alternative investments monthly based upon capital transactions and reporting provided by the funds/partnerships

- Performs all required steps to close assigned portfolios
- Assist in preparation of monthly financial statements
- Calculates portfolio performance returns
- Compare investment balances reported by fund manager to the IMB's internal records

### **Participant Accounting**

- Records daily participant transactions
- Records daily income factors for all money market portfolios
- Records dividend distributions each month
- Prepares statements of account for all participants

### **Corporate Accounting**

- Performs all required steps of the monthly accounting close of the Administrative Fund

### **Other**

- Support 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
- Exercise sound judgment in problem resolution
- Understand confidentiality and agrees to maintain 100% confidentiality
- Ability to use computer programs including Word, Excel, PowerPoint, Visio 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
- Work 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 physically able to lift and move boxes
- 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
- Strong organization skills
- Proficient in Microsoft Office applications and general computer knowledge
- Willingness and aptitude for learning new skills
- Differentiation of position classification based on experience and difficulty of task assigned.
- Must submit to and pass a background check

**Reports to:** Financial Reporting Manager or  
Senior Alternative Investment Analyst

**Benefits:** Standard Benefits

**Status:** Permanent Full time

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