



JOB DESCRIPTION

DEPARTMENT: Accounting and Investment Operations DATE: October 2008

POSITION: Investment Operations Accountant

REPORTS TO: Investment Operations Manager

DIRECT REPORTS: Not Applicable

SUMMARY:

Analyzes investment product financial information and ensures compliance with industry standards and regulations. Acts as a liaison to third party mutual fund accountants, custodian, transfer agency, brokers, investment management team and other internal departments in order to coordinate timely delivery of accurate information, ensure appropriate issue resolution, and respond to inquiries involving matters related to investment products.

ACCOUNTABILITIES:

- I. **Mutual Fund Administration:** Communicates daily transaction activity, position detail and trading information to external fund accountants and assists with reconciliation items as necessary. Coordinates the resolution of trade and settlement issues with external custodians. Facilitates review of fund price, performed by the Portfolio Managers, prior to release of the daily NAVs. Prepares and distributes mutual fund performance figures and other portfolio statistics.
- II. **Reporting:** Prepares various investment product financial reports for internal and external clients, including performance summaries, statistical information for marketing-related material and investment management, sales team summaries and other reports. Ascertain/reviews that investment products are in compliance with prospectus restrictions and applicable IRS regulations. Assists in preparation of SEC and other regulatory audits. Coordinate and produce mutual fund reports for quarterly Board of Director meetings.
- III. **Separately Managed Account Operations:** Assists team members with new account processing including internal routing of new account paperwork and processing of new and closed accounts in the portfolio management system. Assists team members in providing accurate and timely reporting for all investment products. Troubleshoots and resolves operational issues to ensure timely daily reporting.
- IV. **Corporate Actions:** Coordinates with custodians and internal data sources to ensure accurate posting of corporate actions and other security specific events in all investment products. Research and monitor upcoming corporate actions providing pertinent information to investment management to limit trade liability and assist with investment decision-making.
- V. **Policies and Procedures:** Assists in developing, documenting and implementing daily operational policies and procedures to enhance internal controls and increase efficiency.
- VI. Completes special projects as requested.
- VII. Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in Accounting or Finance.
- Three to five years of mutual fund accounting experience required.
- Prior experience supervising mutual fund NAV calculations preferred.
- Requires flexibility in schedule to ensure completion of daily reporting.
- Ability to set priorities and manage multiple responsibilities in a fast-paced, deadline oriented environment.
- Superior attention to detail and analytical skills required.
- Excellent verbal and written communication skills.
- Advanced skills in Excel and proficiency in Microsoft Word is required.
- Self-starter; must work independently with minimal supervision.