

Director of Investment Accounting

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The Director of Investment Accounting will be responsible for directing a staff in completing investment accounting services for clients from initial transaction entry through sub-accounting to financial reporting. The Director of Accounting ensures that client work is completed accurately and on a timely basis to fulfill contract requirements and meet or exceed client expectations. This position requires excellent communication skills and strong collaboration with many personality types and interaction with internal and external clients. It is a priority for the position to build efficiencies and improvements within the Client Services unit.

Duties & Responsibilities:

- Serve as the accounting subject matter expert for accounting services work and staff including compliance with GAAP
- Oversee existing policies and procedures and develop or delegate development of new policies and procedures as needed or required
- Manage and mentor staff teams including accountants and client relationship associates
- Identify and implement process improvements and automation through technology choices. This work will include inter and intra-department improvements and changes.
- In collaboration with the CFO and Sr VP – Client Operations, build and manage a department budget and capacity plan for the unit that includes peak season work, new client contracts, changing workloads and ongoing training
- Ensure strong client relationships through expectation setting, contract fulfillment, proactive communication and planning. Train and mentor staff teams in these roles.
- Work cross-functionally to ensure work and relationships across departments are client service-oriented and produce solutions for efficiencies, revenue generation and compliance.

Knowledge, Skills & Abilities:

- CPA, Bachelor's degree or higher in Accounting, 7+ years of accounting experience, and experience managing and developing staff are required
- Working knowledge and experience with cash processing, general ledger and fund accounting, account and bank reconciliation
- External customer facing experience and client service accountability
- Flexibility and agility to shift priorities, cross-train and contribute to individual, team and company priorities
- Strong business ethics & personal integrity
- Excellent communication skills, both verbal and nonverbal
- Preference will be given to candidates with professional firm services, client services financial services experience, not-for-profit entities and charitable giving and investment reconciliation
- Additional degrees or certifications in accounting, business administration, finance, process improvement and capacity planning are a plus
- Candidate must be able to pass a background check
- ~~Candidate must not be prohibited from practicing before the IRS~~