



Senior Investment Accountant

About RenPSG

RenPSG provides complete philanthropic solutions through technology-enabled business services including cloud apps, consulting, and administration. We provide technology and service so our clients can focus on their donors' giving and their own growth.

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service, all through our proprietary cloud computing technology. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$16 billion in assets, including charitable trusts, donor-advised funds, pooled income funds, endowments, and private foundations.

Senior Investment Accountant

As a Senior Investment Accountant, you will post, process and reconcile financial transactions based on policies and procedures affecting a variety of clients and charitable giving vehicles. This role contributes to maximizing revenue generation and cost efficiency by providing timely, accurate processing of transactions and disbursements as well as prompt responses/follow-up to client inquiries. Support client services with the administration of assigned trusts, reconciliation and other item research. Act as a collaborative team member within our team oriented environment to provide clients with the best service possible.

Duties & Responsibilities:

- Record and review financial transactions in accordance with standard accounting practices, policies and procedures in a timely and accurate manner, for assigned clients
- Process fee and distribution requests on a timely and accurate basis
- Coordinate tax season priorities regarding entry and balancing of client accounts to finalize financial reporting
- Analyze investment account activity for assigned clients to ensure accounting regulations are followed and standard accounting processing rules are adhered
- Balance statements, financial transactions and data entry on a time and accurate basis as defined by department standards
- Participate in developing and implementing standard or enhanced financial policies and procedures for client accounts
- Promptly and accurately communicate and document changes, amendments, adjustments or errors that arise
- Prepare reconciliations of securities, cash, valuations, and earning
- Ensure accuracy of all distribution reports
- Conduct research and communicate results as required
- Maintain file data and reports as required



Knowledge, Skills & Abilities:

- Bachelor's degree in Accounting required
- 2-5 years of investment accounting experience required
- CPA or working towards CPA certification preferred
- Detailed understanding of accounting principles and investment terminology
- Experience working within financial services, accounting, or customer service firms a plus
- Experience in a high-volume accounting or transaction posting and processing compliance-oriented environment a plus
- Attention to detail, strong time management and organization skills required
- Flexibility and agility to shift priorities, cross-train and work as a collaborative team player
- Data analysis and experience working within Excel
- Strong business ethics & personal integrity
- Excellent communication skills, both verbal and nonverbal
- Microsoft Office Suite experience