

Investment Accountant – Job Description Summary

Performs a variety of professional accounting duties with the principal areas of responsibilities as follows: a) investment accounting and administration, b) mortgage loan accounting, and c) month end reconciliation's and financial reporting. Formal training in accounting principles and practices will be utilized in providing information, analysis, and input into the management investments, organization product accounting, and legal documents. Managing the corporate checking account; clearing and reconciliation.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment