

JOB DESCRIPTION	
<b>Job Title:</b>	Manager of Investment Accounting
<b>Department/Group:</b>	Finance and Accounting
<b>Location:</b>	1800 Grant Street, Suite 725 Denver, CO 80203
<b>Reports To:</b>	Reporting to the CFO with dotted line operational responsibilities to the Controller
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	\$78,965 - \$106,835, with anticipated hiring range of \$85,000-\$90,000
<b>Benefits Summary:</b>	<ul style="list-style-type: none"> <li>• <b>Medical:</b> Two plan options</li> <li>• <b>Dental:</b> Two plan options</li> <li>• <b>Additional Insurance:</b> Disability, Life, and Vision</li> <li>• <b>Retirement 401(k) Plan:</b> Employer contributes up to 6% of your gross pay, per plan terms</li> <li>• <b>Paid Time Off:</b> <ul style="list-style-type: none"> <li>○ Vacation and Sick Days: 25 (<i>first two years</i>)</li> <li>○ Holiday Days: 10 flex days</li> </ul> </li> </ul>

#### Job Purpose

The Manager of Investment Accounting reports directly to the CFO with dotted line operational responsibilities to the Controller and must be able to work independently and within a team environment. This is a growth position that requires the individual to actively work on developing strategies for a more effective work effort. A person that enjoys challenges and takes initiative will thrive in this position. This position supports a wide range of investment accounting and financial analysis activities across all investment asset classes – public equity, private equity, hedge funds, real estate, and other alternative investments. The manager may supervise and/or perform operational functions required to set up, maintain and track transactions for investments and gift funds ensuring data integrity and compliance with policies, agreements, and regulations.

#### Essential Duties

- Responsible for all phases of monthly and yearly accounting processes and investment accounting operations; responsible for internal and external financial reporting activities to ensure that accurate and timely information is available to senior management for decision-making.
- Perform complex and detailed reconciliations, closure processes, research, and critical analyses. Identify, prioritize, and resolve complex financial issues which may span multiple areas; identify underlying issues; recognize exceptions; recommend solutions. Review and perform periodic analysis of complex general ledger account balances and transactions for reasonableness, accuracy, and compliance with GAAP.
- Maintain and enhance compliance with internal controls by recommending changes to ensure all transactions are prepared, executed, and documented properly; proactively identify control weaknesses and system and process improvements; communicate to management and operate in a lead capacity in making remedial changes to tighten and enhance controls and mitigate risk; assist the manager in coordination and development of the annual operating plan and other projects.

- Train and develop one staff or senior accountant as needed; maintain and generate accurate accounting records, support and analyze entries to ledger and account reconciliations for various general ledger balances.
- Integral involvement in the external audit of the Foundation’s financial statements; assist in the preparation of year-end financial statements and support schedules and be a primary point of contact for the external auditors; contribute to the development of new management report and improve accounting operation efficiency; serve as the second level review of all external and internal reports.
- Partner with the Foundation’s OCIO, Bank of New York Mellon and other groups in Finance and Accounting to complete monthly and year-end market share value and earning calculation processes for the investment pools.
- Research accounting guidance and determine workflow for new investment types and transactions.
- Lead and support unit and organization strategy and change management initiatives. Analyze existing systems and processes; identify greater efficiencies and improved internal controls opportunities; incorporate new regulations; recommend solutions that may require policy changes or new processes.
- Special projects as assigned; work collaboratively and back up other team members (including Controller and Senior Accountants) and functions.

**Other Duties As Assigned**

**Job Specifications**

**Knowledge and Skills**

- Broad understanding of various investment products and complex instruments. Working knowledge of investment operations, custody bank and mutual fund accounting environment and ancillary asset management service providers
- Self-starter and demonstrated capability to gain the respect of others, influence people of varying levels of authority in multiple organizations, elicit cooperation without direct authority.
- Advanced proficiency in business applications, such as Microsoft Office; especially Excel.
- Ability to interpret and apply advanced accounting knowledge and understanding of Generally Accepted Accounting Principles.
- Strong communication skills, including the ability to communicate information clearly and effectively to internal audiences and client groups.
- Attention to detail, accuracy, and the ability to prioritize multiple tasks to meet deadlines and customer service response standards.
- Proven ability to apply knowledge to analyze and interpret business policies and external regulations and translate them into compliant and efficient accounting processes.
- Ability to observe trends in data, recommending and helping to implement solutions to increase efficiency, effectiveness, and accuracy of data.
- Personal computer proficiency required, especially as related to the software referenced under “software utilized” (see below).

**Education**

Bachelor of Science Degree in accounting or equivalent combination of education and experience required; CPA or CFA required.

MBA a plus.

**Experience**

Minimum of six (6) years accounting or related experience required, preferably in investments, fund accounting, audit, and/or non-profit accounting.

**Software Utilized:**

Microsoft Office Products, including Word, PowerPoint, Excel, Access, Outlook; accounting vendor software; endowment accounting software; software for generating reports; donor vendor software. Must be highly proficient in Excel.

**Supervisory Responsibility**

None initially. Potential supervisory responsibilities in the future.

**Physical Demands and Working Conditions**

Works in normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently. Works with standard office equipment (such as phone, fax, and personal computer). Sitting at a desk for most of the day and working with computer.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**

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**Whatever your intersection of identities, you are welcome at Foundation. We are committed to inclusivity and promoting an equitable environment that values and respects the uniqueness of all members of our organization.**

**To apply, please submit cover letter and resume via email to:**

Jacquie Koewler

Director, Legal Services

[Jacquie.Koewler@cufund.org](mailto:Jacquie.Koewler@cufund.org)