**INVESTMENT ACCOUNTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: 123 BROKERAGE FIRM

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: 123BROKERAGE@123BROKERAGE.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: INVESTMENT ACCOUNTANT

**Reports to**: FLORA SMITH

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

123 Brokerage is seeking an investment accountant with 3-5 years’ experience providing accounting services to brokerage and/or asset management firms. The investment accountant will handle the accounting for multiple portfolios.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Monitoring compliance with laws
 | * Conducting risk analyses
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| * Conducting financial analyses
 | * Preparing tax reports
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| * Reconciling accounts
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| * Monthly, quarterly, and annual reports
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree in relevant field
* Knowledge of laws and regulations
* CPA or master’s degree preferred
 | * Background in economics
* Experience in investment sector
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