

**JOB DESCRIPTION**

**Position Title:** Manager, Investment Accounting

**Department:** Finance

**Reports To:** Chief Financial Officer

**FLSA Status:** Exempt

**Organization**

The Leona M. and Harry B. Helmsley Charitable Trust aspires to improve lives by supporting exceptional efforts in the U.S. and around the world in health and select place-based initiatives. Since beginning its active grantmaking in 2008, Helmsley has committed more than $2.5 billion for a wide range of charitable purposes. For more information on Helmsley, visit [www.helmsleytrust.org](http://www.helmsleytrust.org).

**Position Summary**

The Manager, Investment Accounting serves as a strategic advisor to the CFO. The manager will be responsible for the accuracy and completeness of internal controls, US GAAP accounting, and reporting related to Helmsley’s investment activities. The Manager will work closely with the Investment Office (IO), the Master Custodial Bank (MCB), and investment managers and other advisors to ensure the timely and accurate execution of investment transactions. This role requires a partnership philosophy with internal and external Helmsley parties.

**Essential Duties and Responsibilities**

**Investment Accounting Activities**

* Collaborate extensively internally (with Investment Office, Controller Function, General Counsel’s office, et al.) and externally (with MCB), investment managers and other service providers) to ensure internal control and compliance processes and the accurate and timely processing and accounting of investment transactions
* With CFO, be primary liaison with Investment Office on accounting and operational matters to ensure effective and efficient issue resolution
* Provide accurate and timely input to the annual financial statement and performance reporting
* Review investment valuation and reporting of portfolio results
* Manage the Investment Department Bonus Plan, including reviewing investment returns
* Provide subject matter expertise and stay abreast of changes in investment-related accounting standards
* Stay current with evolving accounting, technology, and reporting considerations of investment products
* Manage the Finance Department’s accounting and finance responsibilities for Program Related Investments (PRIs)
* Manage the Investment section of the Employee Benefit Plan audit
* Provide research and analytical support to senior management and/or outside consultants, as necessary
* Prepare reports and surveys requested by membership organizations, regulatory agencies, and others

**Investment Operations and Treasury**

* Review the accurate and timely controls, processing, and accounting of investment transactions, including:
  + Settlement of trades
  + Monitoring the movement of securities
  + Cash and position reconciliations, accruals, etc.
  + Execution of capital calls, receipt of distributions and other capital activities
  + Other shadow accounting activities as appropriate
  + Review/reconcile monthly and quarterly management fees
* Provide appropriate schedules to the Tax Department for Helmsley tax filings
* Work with CFO and Controller in managing Helmsley’s banking relationship
* Prepare monthly line of credit borrowing base calculation and manage the related banking relationship

**Management**

* Manage direct staff and non-direct staff for the execution of various initiatives resulting in high-performance teams
* Oversee MCB staff in a manner to successfully execute on Investment Accounting responsibilities

**Desired Qualifications**

* At least 3 - 5 years of relevant professional experience in transaction-heavy investment accounting/operations environments, e.g., hedge fund, alternative investment organization, pension fund, endowment
* CPA required
* Ability to “helicopter” from big picture, strategic issues to more granular levels of detail as needed
* Experience with Microsoft Office Suite, corporate enterprise-wide general ledger systems, and MCB systems
* Strong verbal and written communication skills
* Exceptional analytic skills
* Strong attention to detail and a firm commitment to meeting deadlines
* Ability to work independently, handle and prioritize multiple time-sensitive activities; excellent judgment and problem solving
* Proven ability to manage multiple stakeholders to surface and resolve issues
* Achieve trusted-advisor status by displaying investment accounting expertise
* Comfort presenting internally and at external conferences to highlight Helmsley’s brand as a thought leader

**Application Process**

The Manager, Investment Accounting position is based at Helmsley’s main office in New York City. To apply, please submit a cover letter and resume (in Word or PDF format) at [www.helmsleytrust.org/jobs-helmsley](http://www.helmsleytrust.org/jobs-helmsley). Only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification document form upon hire. Helmsley does not provide visa sponsorship for employment.

**The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**