

Investment Accountant
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Investment Accountant
Department	U.B. Foundation
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/48786

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Job Description

Your future begins here - great benefits, great people. Join us today! The University at Buffalo Foundation (UBF) is searching for an Investment Accountant to join our team.

This position will provide accounting, financial reporting and administrative assistance for the various asset classes across UBF's investment portfolios.

Responsibilities for this position include, but are not limited to:

- Monitor daily reporting activity with each investment manager and maintain documentation for individual investments including Audited Financial Statements.
- Prepare journal entries for all investment activity and import into UBF's accounting software (AccuFund) and compare with investment software (Caissa).
- Report on the Long Term Investment Portfolio's cash position.



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- Record all investment activity including reconciling investment statements for all funds and import the activity into AccuFund.
- Monitor and reconcile the flow of funds activity to the general ledger.
- Prepare, reconcile, and distribute reports on accounts held outside of UBF's pooled investment portfolio.
- Prepare reconciliation and analysis for internal audit reviews on a monthly basis.
- Assist with audit and tax requests.
- Perform other general accounting tasks as assigned.

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact