

STAFF OPENING

Title: Accounting Assistant
Department: Accounting
Reports to: Chief Financial Officer

As the leading global association of mutual funds, ETFs, and other regulated funds, the Investment Company Institute encourages adherence to high ethical standards, promotes public understanding, and works to advance the interests of funds, their shareholders, directors, and advisers. We currently have an Accounting Assistant position available in our Accounting department.

As a member of the Accounting department staff, this position is responsible for providing general support for the Chief Financial Officer and performing the necessary functions and tasks for the Accounting Department in a timely, efficient and accurate manner.

Essential functions of this role include:

- Analyzes and prepares journal entries for all monies received via check, lockbox, credit card, wire transfers and ACH.
- Responds to all internal and external queries about cash receipts.
- Receives all check payments and electronically deposits them with Digital Check Scanner.
- Prepares monthly journal entries, subledgers, and schedules for ICI investment portfolio.
- Prepares and analyzes monthly detailed spreadsheet of various critical expense accounts such as legal expenses and travel expenses.
- Reconciles and prepares necessary adjustments to deferred revenue and accounts receivable accounts.
- Analyzes and reconciles the ICI Service Directory.
- Compiles spreadsheet of all VAT charges.
- Prepares monthly journal entries, schedules, and financial statements for the ICI Education Foundation.
- Maintains ICI's Corporate American Express program, including submitting applications for staff, collecting supporting documentation for expenses from ICI departments, initiating payments to vendors, and preparing journal entries for recording expenses in the general ledger.
- Assists Accounts Payable with mailing vendor checks and other tasks.
- Maintains log of sequentially numbered purchase orders and asset tags.
- Provides administrative support to Chief Financial Officer, including scheduling of meetings, preparing expense reports, preparing mailings for Audit Committee and Investment Committee, distributing mail and, answering phones.
- Prepares and submits attendance report for Accounting Department to Human Resources.
- Maintains Accounting Department paper and digital files.
- Maintains business continuity handbook for Accounting Department.
- Other duties and tasks as directed by Chief Financial Officer and/or Director of Accounting.

If you have the following credentials, we encourage you to apply:

- Undergraduate degree in business preferred; several years of general bookkeeping experience in lieu of degree is acceptable.
- Ability to communicate effectively and professionally.

- Strong analytical skills, with strong attention to detail.
- Proficiency in Word and Excel, with a knowledge of cloud-based accounting software systems.

ICI offers competitive pay, excellent benefits to include a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, and tuition reimbursement as well as training and development opportunities. Based in Washington, DC, ICI is conveniently located next to McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to employment@ici.org

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.