

STAFF OPENING

Title: Accountant
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 Accountant position available in our Accounting department.

As a member of the Accounting department staff, this position is responsible for assisting the CFO and Director, Accounting in managing accounting and finances of the Institute. Specifically, this position is responsible for maintaining the Institute's general ledger system and providing analytical support.

Essential functions of this role include:

- Prepares monthly journal entries and maintains record of journal entries with supporting documentation.
- Performs monthly bank reconciliations for all bank accounts.
- Performs other balance sheet account analyses on a monthly, or as needed basis, including monthly reconciliation of accounts receivable, prepaid expenses, deferred income, accrued expenses, etc.
- Prepares and analyzes profit and loss statements for the Institute's individual conferences on a timely basis.
- Reconciles Institute dues and subscription revenue on a monthly basis.
- Prepares daily cash report for CFO.
- Provides accounting support services to the Institute's Political Action Committee (ICI PAC).
- Prepares schedules and work papers for annual audit.
- Provides backup support for critical accounting functions, including accounts payable.
- Performs other accounting related duties as directed by the CFO and/or Director, Accounting.

**Some of the following duties must also be performed by this position on behalf of the ICI Education Foundation*

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

- Undergraduate degree in accounting, business administration, or related field and minimum of 2 - 5 years of relevant accounting experience.
- CPA is desirable.
- Previous experience in cloud-based accounting systems; Sage Intacct experience a plus.
- Advanced proficiency in Excel.
- Excellent organizational, analytical, and communications skills.

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.