Investment Accountant

Company Overview:
UNC Management Company, Inc. ("UNCMC") is a nonprofit organization that provides institutional investment management services to the University of North Carolina System, its constituent institutions, and their affiliated endowments and foundations. Our work supports the institutions that comprise the UNC system of public higher education, as well as students, educators, and researchers across North Carolina. UNCMC manages the long-term assets of its investors through the UNC Investment Fund ("UNCIF"), a commingled investment vehicle with assets of approximately $10 billion, by allocating capital primarily to external managers across a globally diversified mix of traditional and alternative asset classes.

We are currently seeking to hire a motivated Investment Accountant who can hit the ground running once joining our Investment Operations Team. UNCMC’s Investment Operations Team is responsible for executing trades initiated by the portfolio managers, managing both cash and hedging platforms, administering the accounting/finance needs of the investment pool, periodic portfolio reporting to senior management and investors, and collecting, compiling, analyzing, and reporting investment data to aid in investment decisions.

The Investment Accountant position offers a unique opportunity for early-mid career accounting professionals to gain experience working closely with an Investment Operations staff in a small, team-oriented environment. As an Investment Accountant you will be actively involved with various aspects of the investment operations process including trade execution, investment analysis, and cash management procedures.

As an Investment Accountant, your responsibilities will consist of:
- Executing and managing public and private investment transactions (capital calls, manager fees, subscriptions/redemptions, transfers)
- Calculating and reporting weekly cash positions of various pools/funds
- Performing complex accounting and finance tasks i.e., recording investment activities, maintaining investment records, processing related data, and preparing financial statements and reports for multiple, diversified investment funds
- Performing appropriate reconciliation and control procedures
- Interfacing with Investor Relations to facilitate member cash flows
- Supporting the Investment team with financial analyses related to the investment portfolio
- Analyzing manager-related financial reports
- Generating internal and client-specific reporting
- Assisting with the monthly close process
- Assisting with financial reporting requirements (i.e., financial schedules, disclosures, etc.)
- Assisting in the facilitation of audit testing
- Supporting internal and fund-related audit activities as needed

To be considered, Investment Accountant candidates will have and/or be able to demonstrate:
- Bachelor’s degree, or international equivalent from an accredited institution, in Accounting or Finance
- CPA highly desired
- 3-5 years’ professional experience in investment accounting or public accounting
- Experience as a public accounting auditor preferred
- Investment accounting knowledge preferred
• Advanced proficiency in Microsoft Office suite
• Strong quantitative skills
• Effective problem solving and critical thinking skills
• Sound logic and the ability to multitask
• Ability to thrive in a team-oriented environment while also working independently
• Top-quality oral and written communication skills with an ability to synthesize large amounts of data and information in a clear and concise manner
• Keen attention to detail and deadlines
• Unquestionable integrity and ethics

If you are interested in joining us in Chapel Hill, please submit a cover letter describing your fit for the position along with your resume to employment@uncmc.unc.edu. Include “Investment Accountant” in the email subject line.

Agency applications will not be considered.

UNCMC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are excited to hear from you!

COVID-19 considerations:
We are currently working remotely due to COVID-19, but this is an office-based position and Candidates must be willing to commute to Chapel Hill.