



Our company is growing and we have a fast-paced, entrepreneurial and professional environment. We offer outstanding benefits and we are located in The Cira Centre which is accessible to all forms of public transportation.

### SENIOR STAFF ACCOUNTANT

#### Summary:

Performs all basic accounting functions for investment funds and related management companies.

#### Essential Duties and Responsibilities

- Prepares financial statements, reports, and records.
- Monthly closing of the books.
- Enters transactions in accounting records.
- Prepares journal entries.
- Maintains internal reports and schedules.
- Performs/reviews monthly bank reconciliations.
- Reconciles general ledger accounts on a monthly basis.
- Works with independent auditors.
- Works independently and contributes to team effort by accomplishing related results as needed including special projects.

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



#### Education and/or Experience

Bachelor Degree in Accounting.  
3-6 years of experience.  
Public Accounting experienced preferred.

#### Technical Skills and Abilities

Excellent knowledge of Excel.  
Problem solving and analytical skills required.  
Knowledge of computer general ledger packages desired.  
Knowledge of commonly-used concepts, practices, and procedures in the accounting field.  
Ability to communicate (orally and in writing) in a professional manner when dealing with employees, vendors, and company contacts.

We offer an attractive benefits package including medical and dental, long and short-term disability, life insurance, a 401(k) Plan, paid holidays and a generous paid time off policy.

Please email resumes to [HR@icpartners.com](mailto:HR@icpartners.com) fax your resumes to 215-399-4469 or mail your resume to:

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