



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.

STAFF ACCOUNTANT

Summary:

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

Essential Duties and Responsibilities

- Assists in preparing financial statements, reports, and records.
- Enters transactions in accounting records.
- Prepares journal entries.
- Maintains internal reports and schedules.
- Performs monthly bank reconciliations.
- Reconciles general ledger accounts on a monthly basis.
- Tracks capital calls and distributions to investors.
- 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.

0 – 3 years of experience.



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 fax your resumes to 215-399-4469 or mail your resume to:

Human Resources

Cira Centre

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Suite 1650

Philadelphia, PA 19104

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