



Portfolio Accountant

Longfellow Investment Management Co., LLC (LIM) is an independent, 100% employee-owned investment firm managing over \$10 billion in fixed income and alternative investment strategies. We manage separate accounts for our nationally based, institutional clients. LIM is a certified Women's Business Enterprise and an affirmative action – equal opportunity employer. LIM provides a small firm environment with comprehensive investment industry exposure. In addition to salary we offer an attractive benefits package.

Primary Responsibilities:

- Review daily and monthly portfolio reconciliations to ensure accuracy of client reporting.
- Administer client portfolios: trade affirmation, trade settlement monitoring, and corporate actions.
- Interact with clients, their consultants, custodians, and broker-dealers regarding portfolios and trades.
- Communicate and reconcile portfolio activity with custodian banks and administrators.
- Assist in the preparation and distribution of monthly client statements and customized reports/special projects for clients and the investment team.
- Cross train and assist others within the team environment.

Required Skills & Experience:

- Strong academic credentials, with an undergraduate degree in accounting, finance or business.
- Work experience in a portfolio accounting / operations environment, knowledge of fixed income securities / accounting a plus.
- Excellent analytical skills as well as the ability to manipulate data through various technology applications.
- Outstanding Excel skills required; Bloomberg and/or OMGEO experience helpful.
- Ability to handle multiple tasks simultaneously, with great accuracy, organization, attention to detail and follow-through.
- Display the drive to work independently while fostering effective teamwork coupled with the ability to ask questions to sustain the learning process.
- Ability to carry out assigned projects to completion.
- Communicate effectively verbally and in writing; ability to establish and maintain solid relationships with clients, broker-dealers, custodians, within and across teams.

To qualify for consideration, applicants must email a cover letter and their resume to:

jobs@LongfellowIM.com

Subject: Portfolio Accountant

No calls please