



Longfellow Investment Management Co., LLC (LIM) is an independent, 100% employee-owned investment firm managing over \$10 billion in domestic 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, entrepreneurial environment with comprehensive investment industry exposure. In addition to salary we offer an attractive benefits package.

Staff Accountant

LIM is seeking an experienced Staff Accountant to assist in managing our day-to-day accounting and finance requirements. The Staff Accountant will be a resource for the accounting department and will be handling confidential, sensitive and/or critical information, files, records and reports. Given the responsibilities, the candidate must be detail-oriented, possess integrity and maturity while handling information with discretion and privacy.

Primary Responsibilities:

- Accounts receivable
- Accounts payable
- Financial reports
- Banking
- Payroll
- Reconciliations
- Weekly reports
- Special projects as needed

Qualifications:

- Bachelor's Degree in Accounting or related field
- Proficiency with QuickBooks
- Strong knowledge of generally accepted accounting principles
- Confidentiality, excellent organizational skills and accuracy
- 3 to 5 years of experience with payroll, financial statements, bank reconciliation, and general bookkeeping
- Professional verbal and written communication skills; outstanding Excel and Word capabilities
- Willing to learn and take on new tasks
- Ability to work independently and under pressure to achieve tight deadlines
- Flexibility, adaptability and the ability to remain detail oriented in a fast-paced environment

No calls or search firms please.

Qualified applicants should email their resume and cover letter to:

Jobs@LongfellowIM.com

Subject: Staff Accountant

Longfellow Investment Management Co., LLC
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