

Senior Investment Accountant



ABOUT WSIB:

The Washington State Investment Board is a dedicated global investment management organization with assets under management in excess of \$110 billion. The WSIB's globally diversified portfolios are comprised of more than 14,000 securities across 74 countries on six continents and in 49 currencies. The WSIB's central mandate is to maximize return at a prudent level of risk.

WHY WORK AT WSIB?

The WSIB is a respected institutional investor and thought leader in its industry. A solid reputation and large scale offer the opportunity to invest in the world's leading investors on behalf of more than 500,000 public employee beneficiaries.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Senior Investment Accountant
SALARY: \$63,600 - \$106,000
LOCATION: Olympia, Washington
OPENS: May 7, 2018
CLOSES: Open until position is filled

The Washington State Investment Board (WSIB) is seeking a skilled professional to serve as a professional-level Senior Investment Accountant. This is a full time, exempt position reporting to the Portfolio Administration Manager. The position is part of a co-management team that works collaboratively with peers to allow opportunities for cross training and growth at all levels within the team.

PRINCIPAL RESPONSIBILITIES:

This position provides support to the managers in the unit by overseeing the day-to-day work of the portfolio administration unit. The incumbent will serve as primary backup to the Portfolio Administration Manager and assist in ensuring effective and efficient operations of the unit, including daily valued funds oversight, trade settlement support, investment analytic support, and monthly and quarterly reconciliations between several complex investment accounting support systems.

- Supervises portfolio administrative market documentation functions such as fund or investment tax status and foreign country registrations, corporate actions, securities registrations, FINRA and FATCA certifications, and other miscellaneous investment related forms.
- Coordinates tax withholdings with tax consultants in foreign markets. Maintains authorization letters and other correspondence with brokers.
- Verifies daily and monthly cash and other miscellaneous transactions.
- Monitors and reviews periodic pricing, valuation, and stale pricing reports with appropriate follow-up and documentation.
- Verifies and coordinates all class action filings.
- Monitors and tracks tax filings and associated payments with tax consultant in India and other markets as required.
- Reviews quarterly tax reclaim reports for timely payment of international taxes and follow-up with custodian bank.
- Coordinates annual state tax filings to reclaim taxes withheld from private equity distributions. Monitors and tracks payments received.
- Assists in the preparation of materials and analysis for various presentations to the Board and various committees.
- Reviews of the custody, India tax filing, and cash overlay vendor payment verification.
- Assists in the monthly reconciliation review process and annual audited financial statements.
- Completes market opening and maintenance requirements.



WSIB OFFERS:

- Opportunities for professional development, training, growth and advancement.
- Tuition reimbursement.
- A comprehensive benefits package including health, dental, life and long-term disability insurance, vacation, sick, military and civil leave, 11 paid holidays per year.
- Membership in the Public Employees’ Retirement System.
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

SPECIAL REQUIREMENT:

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining applicant’s suitability and competence to perform in the position.

Due to the time sensitivity of these responsibilities, the incumbent may be required to work on state and federal holidays, as well as a varied work schedule as deemed appropriate due to workload issues.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Mary Hougan, Human Resources Consultant at (360) 956-4716 or via email to hr@sib.wa.gov.

- Leads, or participates in, various complex projects assigned by the Investment and Financial Services Director.
- Ensures that all internally initiated trades and FX transactions settle in a timely manner.
- Ensures that daily valued funds are accurately reconciled, unitized, and priced within the strict deadlines.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in accounting, finance, or related field.
- Five years’ experience in accounting, investment accounting, trade settlement, or closely related field.

DESIRED QUALIFICATIONS:

- Certified Public Accountant.
- Experience with back office operations of an investment management firm, institutional investor, corporate pension plan, custodian bank, etc.
- Knowledge of Governmental Accounting Standards and Statutory Accounting Standards.
- Financial Statement preparation.

The strongest candidates will possess:

- Experience – Diverse experience in accounting and financial reporting with strong project management skills. Experience with complex accounting systems and processes. Experience designing and implementing process improvements within an accounting department. Experience with back office services of a custodian bank or institutional or other investor.
- Analytical Skills – Ability to comprehend and execute highly technical and complicated information and instructions. Ability to understand the impact of transactions that interface with various systems and processes outside the unit.
- Communication Skills – Communicate effectively, both orally and in writing, across all levels of the agency and external entities such as consultants, stakeholders, third party record keepers, custodian bank, and external investment managers.
- Collaboration Skills – Ability to co-lead and manage processes and teams for the purposes of cross training, skill development, and unit coverage.
- Leadership Skills – Ability to effectively supervise and train staff.
- Computer Skills – Intermediate to advanced Excel skills. Experience with complex financial processing systems and trade settlement platforms.

TO APPLY PLEASE VISIT – WWW.CAREERS.WA.GOV

In addition to a complete profile, please attach:

- A cover letter specifying why this position is of interest to you, and how you meet the qualifications listed above. This letter should be no more than two pages.
- A current chronological resume.