

JOB DESCRIPTION	
POSITION:	CLIENT ACCOUNTANT
QUALIFICATIONS:	
<ul style="list-style-type: none"> ▪ Bachelor’s Degree or higher ▪ Accounting Certification [CPA, ACCA, etc.] ▪ At least [3] years working experience in an accounting environment ▪ Knowledge of Generally Accepted Accounting Principles and International Financial Reporting Standards ▪ Good verbal and written communication skills ▪ Working knowledge of Microsoft Office Suite 	
DUTIES/RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Complete and document working papers for the preparation of client financial statements to include the following: <ul style="list-style-type: none"> i. Preparation of Cash roll forward spreadsheets ii. Reconciliation of relevant Bank, Broker, and other Cash and Investment accounts as required iii. Input appropriate journal entries for client transactions iv. Preparation of supporting schedules for realized and unrealized gains and losses on Investment portfolios v. Preparation of supporting schedules for all balance sheet items as necessary ▪ Preparation of draft financial statements for review and approval ▪ Liaise with other departments as necessary in performance of duties ▪ Report on matters specific to the performance of duties and responsibilities ▪ Other general and specific duties as assigned by the department head 	
ACCOUNTABILITY	
<ul style="list-style-type: none"> • Must be aware of internal and external KYC and AML procedures. 	

Interested persons should submit complete resumes in writing, along with any supporting documents, to: Resumesubmission@privatetrustco.com

Deadline: April 14, 2023