SENIOR INVESTMENT ACCOUNTANT

We are looking for an ambitious and self-motivated Senior Investment Accountant to assist with managing a family office. These responsibilities will Include overseeing accounting practices for multiple entities, assist with financial strategies, financial reporting as well as planning and forecasting. Ideally, the candidate should have strong analytical, technology, communication and organizational skills. This position will report directly to the CFO.

Responsibilities

Personal Finance

- Investment management/Monthly Reporting
- Investment evaluation and diligence, including but not limited to:
  - Current investments
  - New investment analysis
  - Create or review various financial modeling for opportunities
  - Management of investment advisors
  - Life insurance policies analysis and audits
  - Asset allocation review and recommendations
- Performance evaluation of total assets
- Examine and assess current economic and market trends
- Credit analysis
- Cash flow management and projections
- Tax liaison with outside accountants. Review and assist in preparations of:
  - Tax returns
  - Basis Schedules
  - Estimated tax payments
- Charitable contributions and Donor Advised Fund
- Management of banking relationships
- Management of debt/credit facility
- Trust and Estate management
  - Review and track basis for estate assets
  - Maintain entities and overall estate structure
  - Maintain and project estate cash flow
  - Update model for estate planning purposes

Entity Accounting

- Financial analysis of opportunities
- Cash flow management
- Accounts payable and receivable
- Management of banking relationship
- Monthly reconciliation of accounts at the deal level

Qualifications

Education and Experience

- 3-5 years experience in related position
- Bachelor's degree in Finance, Accounting, or Business
- CPA preferred

Skills

- Excellent analytical and organizational skills
- Excellent verbal and written communication skills
- Ability to work autonomously and perform well under pressure
- High-level attention to detail with ability to organize, prioritize, and manage multiple tasks within set deadlines
- Ability to deal with sensitive and confidential information
- Ability to work in an entrepreneurial environment
- Strong negotiation and decision-making skills
- Up to date knowledge of current financial and accounting practices
- Proficiency in Microsoft Office suite of products
- Strong Excel skills are a must
- Experience with QuickBooks and Salesforce.com is a plus

Mezrah Consulting Culture

- **Fun:** At the core of everything we do
- **Honesty:** Open and honest communication is paramount and valued
- **Integrity:** We stand behind our commitments to our employees and clients alike
- **Innovation:** We embrace change and are always thinking with a vision toward the future, creating new strategies and simplifying complex ideas
- **Focus:** Growing business by growing our people