DUTIES AND RESPONSIBILITIES:
The Accountant will perform a wide range of detailed and complex investment accounting and reconciliation to applicable funds and accounts with investment activity. Perform co-advisory/accounting functions pertaining to assigned funds. Create and enter journal entries into the Financial Management Information System (FMIS) upon reconciliation of applicable funds, for the long term, short term and BIA-OST Trust accounts on a daily, monthly, quarterly and annual basis. Reconcile, account and pay-out investment manager fees on a quarterly basis. Ensure US Generally Accepted Accounting Principles standards are met on all reporting and reconciliation. Co-manage the Finance and Accounting Scholarship Project and ensure applicants are continually in compliance with the FASP policy. Participate in the creation of the Quarterly Investment Committee report. The Accountant will work in conjunction with the Senior Accountant and Financial Analyst to ensure the on-going success of the Investment Program. Aid in any and all Controller, Investment Manager, and Investment Committee special assignments and administrative duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special Requirements:
Possess a valid driver's license.