

University of Florida Investment Corporation

The University of Florida Investment Corporation (“UFICO”) was established in June 2004 by the University of Florida Board of Trustees as a direct support organization of UF. The UFICO mission is to promote the educational and research purposes of UF by providing investment research, advice and management services to UF and its affiliated organizations. In doing so, UFICO serves as a fiduciary for the financial assets that have been entrusted in its care. Further information can be found at <https://ufico.ufl.edu/>.

JOB DESCRIPTION

Title: Investment Operations Accountant
Location: Gainesville, FL
Compensation: Commensurate with experience, UFICO offers a generous benefits package

JOB SUMMARY

UFICO is seeking a highly motivated professional to serve as a key member of the investment operations team. The Investment Operations Accountant position will perform accounting, reporting, treasury, and analytical functions in support of UFICO’s mission. The position will report to the Investment Operations Director and be a key member of the investment operations team.

Summary of responsibilities:

- Maintaining the general ledger for the management company. Preparing journal entries, analysis, reconciliations, and financial reporting.
- Maintaining the investment portfolio accounting for the UFICO investment funds. Reconciling the investment balances.
- Working with the operations and investment teams to ensure accurate accounting and performance data is maintained in the UFICO portfolio management system.
- Generate monthly and quarterly reports for both internal and external stakeholders. Work with senior team members to enhance the reporting of portfolio valuations and performance.
- Treasury management functions, including the processing of capital calls and distributions for the investment portfolio. Processing the payments for invoices, expense reimbursements and payroll.
- Trade processing support for the UFICO portfolio investment activity.
- Assisting with the UFICO operations including developing policies & procedures and ensuring their compliance.
- Assist with the preparation of UFICO’s annual budget and the ongoing monitoring of the actual results vs budget.
- Working with UFICO’s outside CPA firms to assist with the annual audits and tax preparation work.
- All other duties as assigned

QUALIFICATIONS

- Bachelor’s degree required. Preferably with a concentration in accounting or finance. CPA designation (or progress towards one) is desired.
- Minimum of five years of experience. Preference for individuals with public accounting experience and/or investment operations experience.
- Strong accounting skills and experience using accounting general ledger software.
- Advance proficiency with Microsoft Office, specifically Excel. Aptitude and willingness to learn new technologies: Backstop, Solovis, Bloomberg and other analytics and portfolio management tools.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and compatibility with a team-oriented environment.
- Strong interest in supporting the work of a university endowment.
- Flexibility and willingness to contribute to areas beyond the direct scope of responsibility.

For consideration, send a resume and cover letter to info@ufico.ufl.edu with the subject “Accounting – [your name]”