



Position: Investment Advisor Financial Reporting and Fund Accountant Role

Location: Radnor, PA

Firm: 73-person firm managing \$8.5 billion for approximately 600 US non-profits

Compensation: Competitive compensation and benefits package

Culture: mission-driven, cross-disciplinary, intellectually rigorous approach

Organizational Overview

TIFF was founded in 1991 by a network of foundations and is a mission-driven, not-for-profit organization dedicated to delivering investment solutions to foundations, endowments, and other charitable institutions. Since its inception, TIFF has exclusively served the non-profit community by providing experienced manager selection and access, risk-sensitive asset allocation, and integrated member service to institutions with long-term investment horizons. TIFF provides major endowment investment capabilities to non-profits that lack the scale and in-house resources to pursue sophisticated investment strategies on their own. TIFF Advisory Services is the regulated advisory firm that administers the investment vehicles bearing the TIFF name. TIFF's mission, credo, and board membership can be found at www.tiff.org.

Position

As a member of the finance team, the successful candidate will contribute to a variety of projects related to mutual fund financial reporting for multiple TIFF vehicles. The scope of this role will include, but is not limited to, oversight of various aspects of fund accounting and reporting for assigned mutual funds and will report directly to a fund accounting manager. Employment at TIFF offers the opportunity to engage with a team of finance and accounting professionals dedicated to a collaborative approach to furthering the diverse missions of our non-profit member organizations.

Responsibilities

- Oversee assigned accounting and reporting aspects of fund administrator, including preparation of daily net assets value
- Assist in review and preparation of financial statements, audit schedules, compliance reports, SEC regulatory filings and other reports
- Review account reconciliations prepared by fund administrator and promptly research and correct any variances
- Identify exceptions and problems affecting accounting records and prices, communicating same to management, and assisting in their resolution
- Research, as assigned, certain securities in Fund portfolios for the purpose of ensuring proper accounting and valuation, including the use of Bloomberg
- Perform operational and financial due diligence on new and follow-on investments in a broad range of separate account and hedge fund managers

Qualifications

- Two years of experience in audit, preferably at a public accounting firm, with an interest and experience in the investment financial services industry
- Bachelor's degree and pursuing a CPA designation
- Familiarity with GAAP accounting principles
- Strong MS Office knowledge, specifically in Excel
- Initiative, a balance of quantitative and qualitative skills, excellent oral and written communication skills
- Strong interest in TIFF's mission to enhance the investment returns of non-profit organizations