

# WASATCH GLOBAL INVESTORS

## JOB DESCRIPTION

**DEPARTMENT:** Finance & HR  
**WORKING TITLE:** Staff Accountant  
**EXEMPT/NON-EXEMPT:** Non-Exempt

### REPORTING RELATIONSHIPS

**REPORTS TO:** CFO  
**COORDINATES WITH:** Finance and HR Department  
**SUPERVISES:** N/A

### JOB FUNCTIONS

Currently seeking a Staff Accountant to assist with the accounting and administration of a number of mutual funds and private equity funds, along with participating in the corporate accounting for Wasatch Global Investors.

#### Range of Responsibility:

- Maintain monthly bank reconciliations and quarterly account reconciliations; including the preparation of journal entries, accruals, expenses, and billing items.
- Play an integral role in the timely completion of all partnership accounting deliverables such as capital call notices, capital distributions notices, fund financial statements, and investor capital account statements
- Assist with the year-end audit process in collaboration with auditors
- Ensure accuracy of required quarterly and annual disclosures
- Assist with the development and revision of department policies and procedures
- Work with confidential data, disclosure of which may have significant effect on the firm
- Assist with various projects, ad hoc reporting, and administrative tasks when necessary

### MINIMUM QUALIFICATIONS

#### Education and Experience:

- Bachelor's degree from an accredited college or university in a related field (Accounting, Finance, etc.)
- One year Accounting/Finance experience
- Comfortable using Excel formulas

#### Must also have the following demonstrated knowledge, skills, and abilities:

- Strong organizational skills
- Functioning knowledge of and comfort with general accounting principles
- Attention to detail
- Strong communication skills (email, phone, coordination with team)
- General computer/software skills
- Ability to prioritize (multi-task)
- Effective recordkeeping

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- High ethical standards
- Ability to work and interact with other departments throughout the organization

### PREFERRED QUALIFICATIONS

- Experience with Alta Return and Netsuite accounting software

*This job description is intended only to describe the general nature of the position and does not constitute an all-inclusive list of duties, nor of the knowledge, skills, and abilities required to perform the job.*

*Wasatch Global Investors is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wasatch Global Investors will be based on merit, qualifications, abilities and other legitimate business factors. Wasatch Global Investors does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy and gender), sexual orientation, gender identity, disability, national origin, ethnic background, age (40 and over), genetic information (including of a family member), military service, citizenship and/or any other characteristic protected by applicable law.*