

DIVERSIFIED TRUST

POSITION

Accounting
Senior Associate

OFFICE

Memphis, TN

FLSA STATUS

Exempt

CONTACT

If this job seems like a good fit,
please email your resume and
cover letter to:

HR@diversifiedtrust.com

FOR MORE INFO ON DTC

diversifiedtrust.com
Please review our videos.

DISCLAIMER:

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate summary of those principal job elements essential for making decisions related to job performance, employee development and compensation. This position may be required to perform other duties and responsibilities as assigned.

FIRM SUMMARY

Diversified Trust is an employee-owned comprehensive wealth management firm based in the Southeast with over \$6.5 billion of client assets under management. Our clients include individuals, multi-generational families, family offices, foundations, endowments and retirement plans. We provide tailored investment management, financial planning, trust and estate, family office, and institutional advisory services through our offices in Atlanta, Greensboro, Memphis and Nashville.

JOB SUMMARY

The Accounting Senior Associate is an integral part of the accounting and finance team. Responsibilities include recording of journal entries, monthly reconciliations, and the preparation of monthly, quarterly, and year-end financial statements. This role also serves as a resource to others throughout the Company for revenue and expense analysis.

JOB DUTIES AND RESPONSIBILITIES

- Preparing and analyzing consolidated financial statements, including private equity and common / collective trust funds
- Assisting with the coordination and execution of external audits
- Preparing monthly journal entries and reconciliation of accounts
- Administering and reconciling accounts payable and receivable
- Maintaining fixed asset ledger and depreciation schedules
- Supporting treasury functions
- Assisting the budget and forecasting processes
- Providing standard and ad hoc reports for management
- Overseeing 1099 and ERISA tax filings and remittance
- Processing expense reports for payment
- Preparing and filing annual property tax filings for each office

SKILLS AND QUALIFICATIONS

- Bachelor's Degree required
- CPA and /or Master's degree in a business-related field preferred
- Minimum of 2-3 years of relevant experience in accounting and financial reporting preferred
- Excellent writing and communication skills
- Strong work ethic with the ability to work under pressure and handle multiple tasks within deadlines
- Advanced Microsoft Excel skills strongly preferred
- Strong analytical abilities and excellent attention to details