

## Accounting and Administrative Assistant

Chicago Equity Partners, LLC is a premier mid-sized investment management firm with approximately \$10 billion in institutional assets under management. We offer a full range of domestic equity, fixed income and alternative strategies for our clients, which include public funds, Taft-Hartley plans, corporations, foundations and endowments, and sub-advisory relationships throughout the country and around the world.

### Job Summary

The Accounting and Administrative Assistant will be responsible for daily accounts payable processing including setting up electronic payments, entering transactions into the accounting software, monthly workpapers, bank reconciliations and preparing ad hoc Excel reports. Must be proficient with MS Word, PowerPoint, Excel and Outlook with a minimum of 5 years' experience in accounts payable. Additionally, the right candidate will be part of the administrative team and provide support, such as travel, expenses, marketing material, coordination of meetings, scheduling, back-up reception, reports, and projects, as assigned.

### Qualifications:

- 5 years' experience in similar roles
- Proficiency in MSOffice (Word, Excel, PowerPoint & Outlook), Intuit QuickBooks or SAGE, Concur
- Working knowledge of office equipment (e.g. copiers, printers, faxes, telephones, postage machines)
- Must demonstrate strong organizational skills, attention to detail, ability to multi-task
- Bachelor degree, with some accounting, finance or business administration coursework preferred

### Personal Characteristics:

- Ownership mindset
- Articulate with outstanding written and oral communications skills
- Strong work ethic, personable and service-oriented
- Strong sense of teamwork and versatility
- Can-do attitude

Please e-mail cover letter and resume to [careers@chicagoequity.com](mailto:careers@chicagoequity.com). We will contact only qualified candidates.

Chicago Equity Partners is an equal opportunity employer, committed to diversity in its workforce (M/F/D/V/).