



Title: Corporate Accountant
Department: Corporate Accounting
Reporting to: Assistant Controller
Location: New York, New York
FLSA Status: Exempt Full-Time Regular

Essential Duties and Responsibilities:

Includes the following, other duties may be assigned as needed:

- Responsible for domestic and foreign monthly general ledger closings (i.e. all related cash, fixed asset, prepaid expense and accrual entries, booking/tracking of all investments' activity, earnings, management fees, monitoring/booking all expenses, etc.).
- Responsible for timely and accurate completion of all schedules / reports supporting the monthly trial balance for each company including revenue and expense account analysis and reconciliations, and balance sheet account reconciliations and rollforwards.
- Maintain and execute month-end control reconciliations with high quality work product and documentation.
- Collaborate with other key departments to continually enhance our financial reporting needs internally within the accounting department and externally within other key departments.
- Assist with the above-mentioned companies' management / financial reporting.
- Assist with preparation of monthly financial reporting package for senior management.
- Assist with monthly business line and departmental reporting package for senior management.
- Assist with the preparation of the annual financial statements and footnotes, standalone and consolidated of the assigned companies.
- Assist in the year-end audit process (i.e. prepare all schedules, reconciliations, analysis of account balances, etc.) related to the companies' responsible for and interface with auditors as needed.
- Create and maintain procedures manuals and checklists for all assigned functions and corporate accounting department's component of business continuity plans.
- Monitor changes in accounting, tax and financial reporting principles and assess impact to the company. Preparation of technical accounting memos as needed.
- Assist with automation and efficiency efforts including the interaction between accounts payable and accountants.
- Perform special projects as necessary.
- Assist in any other related duties as may be required from time to time.

To perform this job successfully, an individual must be able to perform each essential duty accurately and on a timely basis.

Supervisory Responsibilities:

This job has no supervisory responsibilities at this point in time.

Qualifications:

- Motivated and dedicated candidate who takes ownership of their assigned allocations.

- Excellent communication and organizational / project management skills required.
 - Effectively use team meetings to communicate applicable updates in relation to core areas of the accounting department.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Strong technology skills and ability to quickly learn new technology to perform job efficiently required.
- Experience with Oracle NetSuite a plus.
- Ability to work in fast paced environment which requires multi-tasking and excellent communication skills.
- Strong analytical and problem-solving skills.
- Roll up your sleeve work ethic and team player mentality required.
- Ability to interact effectively with all levels of staff and clients.
- Ability to work in office a minimum of 3 days per week.

Education and/or Experience:

- Bachelor's degree in Accounting.
- 1-3 years of corporate accounting experience in Financial Services – private experience within Asset Management industry and/or public accounting experience (Big 4 firm) with a focus in the Asset Management industry.
- CPA or CPA candidate a plus.
- Advanced Excel skills.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- High level of motivation and drive to advance career
- Self-sufficient
- Professional demeanor
- Capacity for quickly learning new procedures/ideas
- Enthusiasm

Language Skills:

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Compensation:

- If this position will be performed in whole or in part in New York City, the base salary range is \$85,000 to \$95,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

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