

Accounting Assistant

Company: **Impax Asset Management LLC | Pax World Funds**

Job Location: Home Office / Portsmouth, NH

Date: October 15, 2018

Responsibilities:

- Responsible for day-to-day cash management, accounts payable and accounts receivable.
- Maintain general ledger, facilitate payment of invoices, deposit cash receipts.
- Work with banks and vendors to facilitate accurate and timely payment of expenses.
- Ensure proper allocation of expenses across various business units.
- Monitor and ensure compliance with travel expense reimbursement policies.
- Prepare daily and monthly accounting and cash reconciliations.
- Support preparation of monthly financial reports.
- Support annual budgeting process and quarterly budget status reports.
- Support annual audit.
- Prepare annual 1099-MISC filings.
- Manage office supplies.

Qualifications:

- Associates degree in accounting or business administration.
- Two years of bookkeeping or accounting experience.
- Skilled in the use of Microsoft Excel.
- Knowledge of Microsoft Dynamics GP a plus.
- Strong attention to detail.
- Highly organized, with ability to meet tight deadlines.
- Highest degree of personal integrity, trustworthiness, and ethical standards.
- Interpersonal, analytical and communication skills.
- Positive can-do attitude, team player.

The Company:

Impax Asset Management LLC, formerly Pax World Management LLC, is investment adviser to Pax World Funds and a pioneer in the field of sustainable investing. The firm offers a diverse lineup of mutual funds and separate accounts focused on the risks and opportunities arising from the transition to a more sustainable global economy. Each Pax strategy integrates environmental, social and governance (ESG) research into the investment process to better manage risk and deliver competitive long-term investment performance. Since 1971, we have made it possible for investors to pursue financial returns while aligning their investments with their values.

Headquartered in Portsmouth, New Hampshire, we serve the investment needs of individuals, financial advisors and institutional investors. Our rapidly growing company of approximately 55 employees, offers a friendly, collaborative and professional work environment.

Compensation:

Impax provides competitive compensation and benefits packages commensurate with experience.

To Apply:

Please use the following job link to apply for this position.

<https://impax.applytojob.com/apply/aqKIEqpQDP/Accounting-Assistant?source=NHBSR>

We are an equal opportunity employer committed to high standards of corporate social responsibility, both in our investment approach and in the way we try to conduct our own business. Women and minority candidates are encouraged to apply.