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# Example of Accountant, Fund Accountant Job Description

Our innovative and growing company is looking for an accountant, fund accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accountant, fund accountant

* Exotic fixed income products
* Open and close ended funds
* Daily Profit and Loss
* Dealing with the Project Manager's ad hoc projects
* Preparation and issuance of quarterly US GAAP financial statements for each entity
* Preparation of workpapers and any additional information in connection with the annual US GAAP audit
* Assist with any regulatory and tax filings
* Assist in providing information required to address investor requests and internal ad hoc requests
* Maintenance of detailed data relating to investments, investors and fund entities as required for internal and external reporting
* Interact with various groups within the organization to obtain and provide timely information

## Qualifications for accountant, fund accountant

* Prior experience in the pricing process for equities and bonds
* 2+ years of Public Accounting with a solid Hedge Funds / Products background
* Previous Audit (Financial and Products), Equities, Fixed Income, and Mortgage Backed Securities experience
* A Bachelor’s degree is required (Accounting preferred) or an equivalent combination of education, training and experience that would provide the knowledge, skills and ability
* Ability to quickly learn unfamiliar concepts in a fast-paced environment
* BS/BA degree in Accounting, Finance or related discipline preferred